

housed on disciplinary segregation when found guilty of an infraction. All inmates in disciplinary segregation are allowed showers and exercise periods. Privileges such as telephone use, radios, televisions, and movies generally are not permitted. Meals are served in the cells and regular medical and dental care is provided. Visiting and mail privileges remain the same as for the general population. Reading material may be requested through the institutional library. Only commissary items designated by the Warden of each institution may be ordered.

II. ADMINISTRATIVE SEGREGATION

Administrative segregation can be used for the purpose of isolating an inmate from the general population for the following reasons:

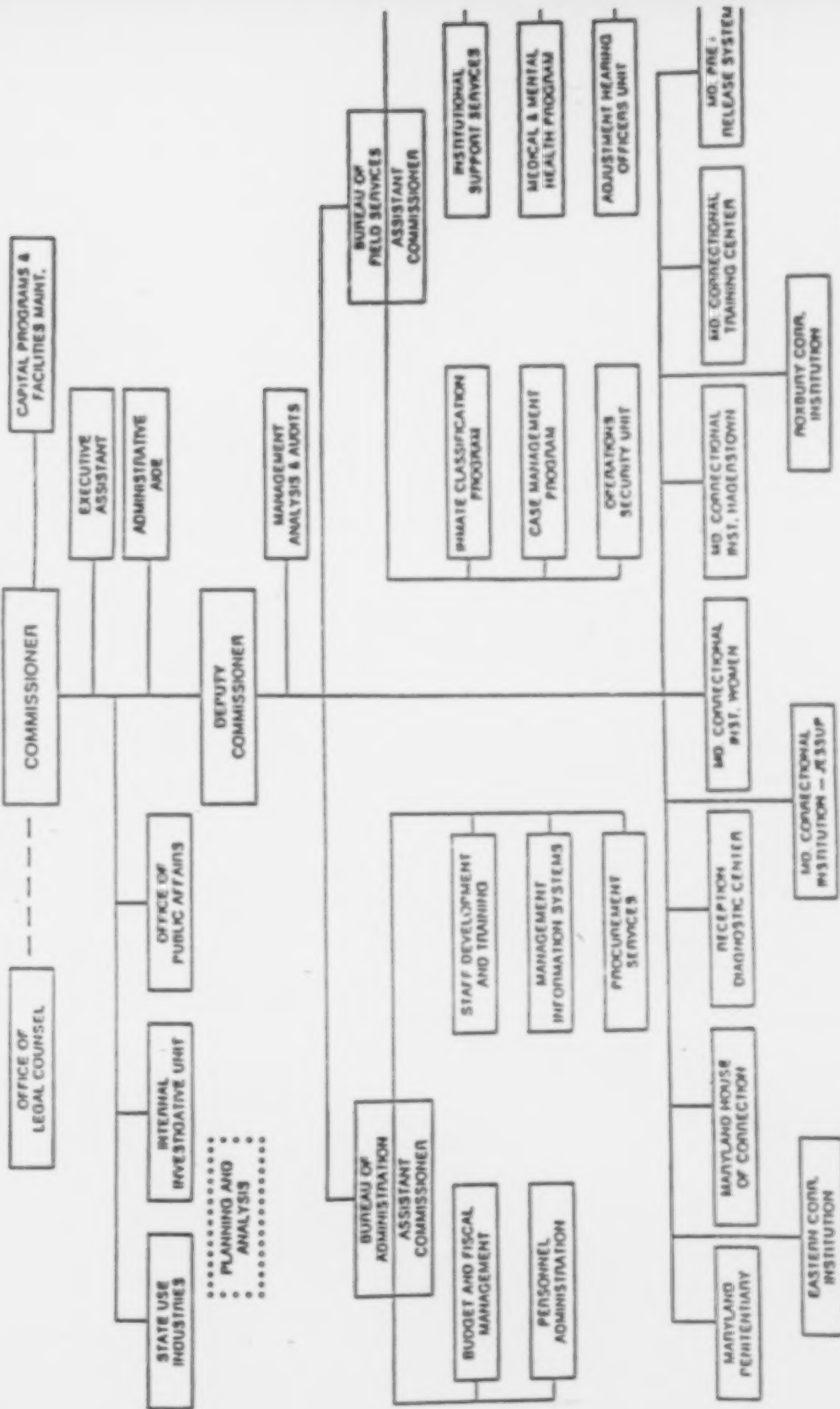
- A. Preventing escape
- B. Housing inmates under death sentences
- C. Protecting other inmates
- D. Pending adjustment action
- E. Pending criminal investigation

Inmates may be placed on administrative segregation at the request of the Warden. However, a classification team must hold a hearing within 96 hours to determine whether or not administrative segregation should be continued. All inmates on administrative segregation are provided exercise periods, showers, and meals. The same privileges available to inmates in the general population are available to those on administrative segregation where possible.

III. PROTECTIVE CUSTODY

An inmate may request protective custody. Protective custody status is granted when the institution has conducted an investigation to verify that the inmate is in danger. The institution may place an inmate on protective custody; however, this is done only when officials of the institution determine that the inmate is in danger. The same privileges available to inmates in the general population are available to those on protective custody where possible.

MARYLAND DIVISION OF CORRECTION ORGANIZATIONAL CHART



LEGEND
 --- Advisory Relationship
 --- Flow of Authority
 Expansion Component

C. J. Hopkins
 Commissioner of Correction
 10/1/86
 Date

HEADQUARTERS (HQ)

Suite 309
6776 Reisterstown Road
Baltimore, Maryland 21215

Commissioner	Arnold J. Hopkins
Deputy Commissioner	Elmanus Herndon
Assistant Commissioner, Bureau of Field Services	Clarence J. Guienze
Assistant Commissioner, Bureau of Administrative Services	Mercedes Stevens
Executive Assistant	Mary V. Leftridge

The Headquarters unit acts as the central administrative unit of the Division of Correction. This unit is responsible for the development, implementation, and monitoring of the policies and procedures which govern the operation of the Division. Headquarters is organized in two major areas - Administrative Services and Field Services to provide guidance and assistance to the institutions in reaching policy and program objectives established by the Commissioner.

Each section of the Headquarters unit reports directly to an Assistant Commissioner who, in turn, reports through the Deputy Commissioner to the Commissioner. These areas are organized as illustrated on the organization chart displayed on page 10.

Headquarters functions and technical services are centrally administered to facilitate consistency in agency policy and procedures. The following activities fall under the responsibility of the Assistant Commissioner-Field Services:

I. Operational Services

- Adjustment Hearing Procedures
- Food Service

II. Program Services

- Medical and Mental Health Services
- Social Services
- Volunteer and Religious Services
- Educational/Vocational Programs
- Inmate Classification
- Mutual Agreement Programming
- Operations Services

Activities that fall under the responsibility of the Assistant Commissioner-Administrative Services are as follows:

- Personnel Administration
- Procurement Services
- Internal Auditing Services
- Budget and Fiscal Services
- Staff Development and Training
- Management Information Services

HEADQUARTERS (HQ)

Breakdown of Operating Costs for Fiscal Year 1987:

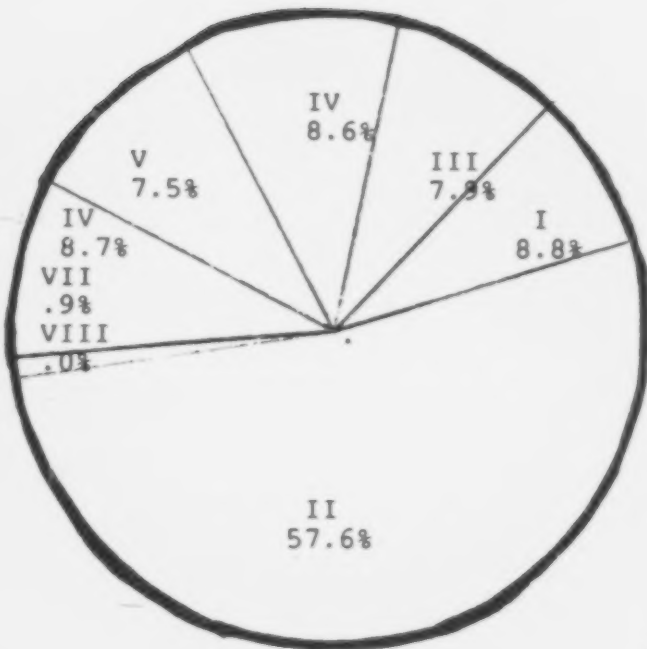
150	General Administration	\$ 2,231,701
250	Classification, Education and Religious Supervision	5,663,569
350	Community Corrections (Contractual Pre-Release Units)	84,798
TOTAL COST:		\$ 7,980,068

*Effective FY 1987, Program 350 has been transferred to the Maryland Correctional Pre-Release System.

Staffing Configuration-Headquarters:

150	General Administration	62
250	Classification, Education, and Religious Supervision	55
TOTAL:		117

DIVISION OF CORRECTION SPENDING BY PROGRAM
FISCAL YEAR 1987



I - General Admin.	
\$16,016,205	8.8%
II - Custodial Care	
\$104,931,919	57.6%
III - Dietary Services	
\$14,306,257	7.9%
IV - Plant Oper./Maint.	
\$15,712,093	8.6%
V - Clin. & Hosp. Serv.	
\$13,709,501	7.5%
VI - Class., Rec., and Relig. Serv.	
\$15,847,330	8.7%
VII - Laundry Operation	
\$1,650,719	.9%
VIII - Community Corr.	
\$84,798	.0%

TOTAL: \$182,258,822

CAPITAL PLANNING AND ENGINEERING

During the 1987 General Assembly, \$7,592,000 was appropriated for new construction, improvements and capital equipment. In addition to capital appropriations, funding of \$1,500,000 was designated for critical maintenance projects.

Construction started for several major projects; including the 300 cell Maryland Correctional Adjustment Center, which is located across the street from the Maryland Penitentiary.

In Fiscal Year 1987, the improvements at the various institutions were as follows:

Eastern Correctional Institution, Somerset County:

The facility continued to be constructed with an anticipated occupancy date of summer 1987 for the first 720 - cell compound and fall/winter 1987 for the second 720 - cell compound. A contractor was hired to operate the powerplant which uses wood chips for fuel to generate electricity.

Maryland Penitentiary, Baltimore City:

An architect/engineer retained for the renovation of the facility started to investigate the structural adequacy of the cell house structure, inside the building envelope of the South Wing. The deterioration found was more extensive than originally anticipated. Renovation projects were stopped pending an updated facilities Master Plan for the Division. The building envelopes of the South and West wings; including the Administration building are structurally in good condition.

Maryland House of Correction, Jessup, Anne Arundel County:

In FY, 86, a Joint Executive/Legislative Task Force on Corrections approved a plan for major renovation and new construction at the institution. The proposed plan was to construct two 192 - cell housing units and one 144 - cell segregation unit. The cells in the South Wing were to be enlarged. If the cell renovation of the South Wing proved feasible, the West Wing housing unit was to be handled in an identical manner. The renovations to be accomplished in seven phases were scheduled for completion in FY 1995. An updated Facilities Master Plan was required of the Division, subject to approval of the Budget Committees, before any design or construction funds were expended.

Maryland Correctional Adjustment Center, Baltimore City:

The construction of the 300 - cell maximum security facility was started. It is scheduled for completion in the summer of 1988. The facility will house the most disruptive inmates in the State.

Maryland Pre-Release System:

At the Brockbridge Correctional Facility in Jessup, the Multipurpose Building was completed.

Perimeter Security Improvement:

For several years, the Division has been improving the perimeter security at its institutions. The construction of the four guard towers at the Maryland Correctional Institution at Jessup are close to completion. Two additional guard towers are planned for FY, 88. Construction contracts were awarded for improved lighting and security fences at the Jessup Pre-Release Unit, Maryland Correctional Institution - Hagerstown and the Central Laundry.

Hagerstown Prison Complex:

The Hagerstown Prison Complex consists of Maryland Correctional Institution - Hagerstown (MCI-H), Maryland Correctional Training Center (MCTC), Roxbury Correctional Institution (RCI) and State Use Industries. The construction of the Centralized Food Service Facility in the basement of the State Use Industries warehouse was started. It includes the conversion of the MCTC kitchen to a serving kitchen only. Additional funds will be requested to upgrade the serving kitchens at MCI-H and Donnell Building.

Critical Maintenance Projects:

The appropriated \$1,500,000 critical maintenance funds were divided among the various institutions as follows:

- Maryland Correctional Institution - Jessup	\$246,486
- Maryland Correctional Institution - Women	\$110,770
- Maryland Pre-Release System	\$172,987
- Maryland Penitentiary	\$152,432
- Maryland Reception, Diagnostic, Classification Center	\$155,060
- Maryland Correctional Institution - Hagerstown	\$377,194
- Maryland House of Correction	\$285,071

An additional \$1,500,000 were appropriated for critical maintenance projects for FY 88.

Future Direction:

In the future, the Division of Correction is planning to concentrate its efforts in renovating or replacing existing facilities which have been neglected over the years. Emphasis is being placed on the implementation of a preventative maintenance program for not only the older but newer facilities as well.

With the inmate population being projected over 13,300 by 1995, there will be a need for additional 192 - cell housing units at various institutions. In addition to the housing units, there will be a requirement for a new 720 - cell facility by 1995.

LEGISLATIVE HIGHLIGHTS
1987 GENERAL ASSEMBLY

The following highlighted legislation, enacted by the Maryland General Assembly, impacting the Division of Correction, became effective July 1, 1987.

House Bill #218 Community Adult Rehabilitation Centers-Placement Chapter 444

Authorizes the Commissioner of Corrections to place an inmate in a community adult rehabilitation center for a period of thirty six (36) months.

Senate Bill #171 Division of Correction-Special Leave for Inmates (DEPARTMENTAL) Chapter 147

Authorizes special leave for inmates to participate in community-based treatment programs which will contribute to the rehabilitation of inmates and defines qualifications for an inmate to participate in special leave.

Senate Bill #486 Education Coordinating Council-Correctional Institutions (DEPARTMENTAL) Chapter 621

Requires the council to adopt certain regulations for requiring inmates to meet a certain educational level under certain circumstances and requires the Division of Correction to report to the Parole Commission the academic progress of an inmate in a certain educational program.

Senate Bill #1031 Public Safety & Corrections-Local Detention Centers (DEPARTMENTAL) CHAPTER 652

Provides an exception to allow for construction of expansion facilities to the stipulations governing the sentencing of prisoners established under House Bill #474 passed in the 1986 General Assembly session. The bill is subject to a sunset provision which takes effect July 1, 1988.

DIAGNOSTIC, TREATMENT, AND REHABILITATION SERVICES

INMATE CLASSIFICATION

The inmate classification process begins when an inmate is received into the custody of the Division of Correction and continues at each institution where the inmate is housed during the course of incarceration through the point that the inmate is released. The Director of Classification provides administrative oversight and coordination to classification supervisors and counselors in each Division of Correction facility.

Classification team recommendation is required to implement or make changes in:

- Institutional work assignments
- Institutional program assignments
- Disciplinary segregation
- Administrative segregation
- Protective custody
- Changes in security
- Transfers
- Restoration of revoked good conduct credit
- Work release
- Family leave
- Special leave

Members of classification teams are required to consider at least all of these objective factors about each inmate for whom they make a recommendation:

- Age
- Length of total sentence
- Type of offense(s)
- Detainers
- Criminal history
- Social history
- Psychological and psychiatric reports
- Programming accomplishments
- Work history
- Institutional adjustment
- Parole status or current mandatory release date
- Medical status

To be implemented, classification team recommendations must be approved by a higher authority. Depending on the nature of the recommendation, the approving authority is either the warden of the institution where the inmate is housed, someone acting on behalf of the warden, the Commissioner of Correction, or someone acting on behalf of the Commissioner.

The table below details the number of classification actions that occurred in each Division of Correction institutions in Fiscal Year 1987:

Maryland Reception, Diagnostic and Classification Center	6,633
Maryland Penitentiary	2,960
Maryland House of Correction	8,074
Maryland Correctional Institution - Jessup	3,842
Maryland Correctional Pre-Release System	19,714
Maryland Correctional Institution for Women	1,027
Maryland Correctional Institution - Hagerstown	6,111
Maryland Correctional Training Center	10,395
Roxbury Correctional Institution	4,847
TOTAL	63,598

With the support of a National Institute of Corrections grant and a consultant hired through the American Correctional Association, the Division of Correction, in March, 1986, began to develop a standardized, comprehensive, objective system for classifying inmates to security and custody levels. A recent survey indicates that 38 states, the District of Columbia, and the Federal Bureau of Prisons have already adopted such systems.

The Federal Bureau of Prisons was the leader in this area, beginning development of the first objective classification system in 1977, and implementing it in 1979. Later, the National Institute of Corrections developed a somewhat different model system and made it available for general use. Individual states generally took an existing model, as Maryland is doing, and modified it to meet their individual needs. Some 63% of all the states which currently have objective classification, use a version of either the Federal Bureau of Prisons or National Institute of Corrections prototypes.

States which have adopted objective classification systems usually experience reductions in the proportion of inmates assigned to higher levels of security and increases in lower levels of security.

- Despite these population shifts in security levels, no associated increases in rates of major disciplinary incidents or escapes have been reported. In fact, some states have reported decreases in disciplinary infraction rates.
- Acceptance of these models has generally been favorable.
- No state is reported to have abandoned use of an objective classification system, although some have switched from one prototype to another and most continually modify their systems.

Completed research, mostly on the Federal Prison System model, suggests that initial classification factors can be useful in predicting institutional behavior. The most important factors seem to be recent past behavior. This suggests that accurate documentation of the inmate's behavior and use of consistent reclassification instruments are critical to accurate classification decisions.

During Fiscal Year 1987 the following primary goals were identified for an objective classification system:

- to assign inmates to the security and custody levels necessary to control their behavior.
- to distinguish between four levels of security (the physical configuration of an institution) and four levels of custody (the degree of staff supervision afforded an inmate).
- to provide a more balanced distribution of newly received inmates among institutional security levels (currently some 95% of newly received inmates are classified to medium security institutions).
- to be based on objective, behavior-oriented factors.
- to be consistently applied.
- to lend itself to monitoring for accountability.
- to be easily modified.
- to provide a basis for projecting capital project needs.
- to serve as a management planning tool.
- to systematize the movement of inmates through the various security and custody levels.

With these goals in mind, work continued on drafting regulations necessary for implementation of an objective classification system. In outline, the significant provisions of these regulations are:

INITIAL CLASSIFICATION

- occurs within 45 days of the date a new inmate is received.
- scores six risk assessment factors to assess each inmate's potential for violence, escape and institutional misbehavior:
 - severity of current offense
 - total sentence length

- type of detainer
- prior commitments
- history of escapes
- history of violence
- total score recommends initial security level
- based on review and revision of 3 separate paper pilot tests at the Maryland Reception, Diagnostic, and Classification Center and 1 pilot test at the Maryland Correctional Institution for Women, projected distribution by initial security levels are:
 - maximum 2.5%
 - medium 48%
 - minimum 38.5%
 - pre-release 11%

RECLASSIFICATION

- will occur at least every twelve months for inmates in 2 higher custody levels; at least every six months for inmates in 2 lower custody levels.
- scores same six risk factors (which may change over time) against seven behavior-oriented incarceration variables:
 - time remaining to serve
 - history of drug or alcohol abuse
 - time since last infraction
 - seriousness of infractions
 - frequency of infractions
 - job and program performance
 - responsibility demonstrated
- total score recommends whether security or custody level will increase, remain the same, or decrease.
- based on review and revision of paper pilot-test results at all medium security institutions, one minimum security facility, and one pre-release security facility, projections are:

20% increase, 60% no change, and 20% decrease

GENERAL HIGHLIGHTS:

- the classification system will be constantly monitored through an automated Management Information System used to collect and analyze data which will form the basis for modification.
- instruments only recommend; professional staff decide changes in security and custody.
- wardens' responsibility in reviewing decisions will provide administrative control and oversight.
- when the new super-maximum facility is completed, there will be a new highest custody level.
- classification system coordinates with case-management system which provides individual program plans for inmates in targeted population.

SOCIAL SERVICES

Social Services in the Division is comprised of both an Addictions Program and a Social Work Program. Both are integrated with the mission of the Division. Performance data for Fiscal Year 1987 are identified below, separated by program.

ADDICTIONS PROGRAM

This program is established under the combined commitments of this Division and the Addictions Services Administration. The system in place currently provides that the Division is responsible for identification, assessment, referral and case management, and the Addictions Services Administration is responsible for treatment. Self help groups such as, "AA" and "NA", are coordinated by this Division and additionally there are specific treatment responsibilities based on mutual agreement that have been assumed by the Division. Through this Fiscal Year the Addictions Services Administration has fulfilled its commitment through its funding of Junction Bridge, Inc.

The system provides for assessment and referral to treatment at admission; stabilization and stress reduction group counseling during the early experience of the incarceration; group counseling to sustain gains made during stabilization over the long period of imprisonment; and, re-entry group counseling in the last two years of imprisonment to reinforce gains of previous treatment and to prepare for release.

Developments during this Fiscal Year include:

- a. Short Term Offender Program - On February 25, 1987 the Junction Bridge, Inc. initiated stress reduction and re-entry group counseling with male inmates who have sentences of two years or less and who are potentially eligible for minimum security. Inasmuch as almost half of the new court commitments have such sentences and are apt not to access other services this intensive eight week effort targets a confrontive/assertive look at inmate behavior and responsibility for one's own conduct.
- b. Task Force on Addictions Services - This Division and the Addictions Services Administration have established a professional work group to define a needs assessment and to recommend resources to meet these needs through Fiscal Year 1990. A report is requested by December 1, 1987.

- c. Eastern Correctional Institution - The Addictions Services Administration is funding \$70,000+ to provide, through the Somerset County Health Department, Re-Entry Group Counseling for substance abusers within two years of release to the community. The program is modeled on the Junction Bridge "10 week cycle" addressing both therapeutic and job readiness issues. It will serve 400-500 inmates annually once fully operational.
- d. Performance Data - This information provides two issues of note, that cocaine is competing with heroin for primary drug of abuse, after showing prominence only one year earlier; and, the "false negatives" on the Mortimer/Filkins (inmates who score in the "unlikely" range) are increasingly evident as services become more systematic. The latter issue will have direct bearing on the needs assessment activities of the Addictions Task Force because of its substantial size -- between 1600 - 1800 inmates annually. While not all of these people are apt to be substance abusers, there is preliminary indication of significant numbers.

Tables I-V are attached to this report for specific statistical data.

SOCIAL WORK PROGRAM

This Program is established on the thesis that Pre-Release Planning begins at admission. Emphasis is on productive utilization of resources available during incarceration; maintaining skills identified and mobilized in groups at the beginning of the sentence by strategically scheduled group counseling; and, finally, by specific preparation for return to the community in specialized group counseling around jobs, home, and family. The Social Work Program developed concomitantly with the Multi-Disciplinary Process. It is required that each discipline from security to classification to education coordinate their knowledge, resources, and responsibilities. This is the thesis of the Multi-Disciplinary Process and the Social Work Program has been effective accordingly, less so in systems that are yet to acquire MDP.

There have been three major events in the Program during Fiscal Year 1987.

Group Treatment of the reality based structured variety was reaffirmed as the first priority; Mental Health Services as pertains to the profoundly socially dysfunctional mentally ill inmate was acquired as an additional service area; and, a graduate Social Work Student Program was established, with funding for student stipends, and seven students have been assigned, at least one to each Region, by the University of Maryland School of Social Work and Community Planning effective September 8, 1987.

The maturation of this Program is reflected in the completion of Treatment Protocols for every area of group counseling to which an emphasis is committed. However, achieving this plateau has identified the necessity for mutual support and interdependence that is obtained from the Multi Disciplinary Process.

Performance data are established in Tables IV and VII based on types of services and by Region. The performance in Jessup was complicated by turnover of personnel.

DIVISION OF CORRECTION

SOCIAL SERVICES/ADDICTIONS PROGRAM
Substance Abuse Data
Fiscal Year 1987

TABLE I

Substance Abuse Potential, Female Admissions
Mortimer-Filkins Questionnaire Result

*Score	Number	percent
-16	93	29.4
16-23	131	41.1
24+	94	29.5
TOTALS	** 318	100.0

*	-16	Substance Abuse Unlikely
	16-23	Probable Substance Abuse
	24+	Addictive Level of Abuse Likely

** 95% of 335 court commitments were administered the Mortimer-Filkins

DIVISION OF CORRECTION

SOCIAL SERVICES/ADDICTIONS PROGRAM Substance Abuse Data Fiscal Year 1987

TABLE II

Substance Abuse Potential, Male Admissions
Mortimer-Filkins Questionnaire Result

Month	Admissions	Tested	* - 16	*16-23	*24+
June	483	396	141	136	119
May	399	400	150	120	130
April	500	487	191	178	118
March	501	403	135	111	157
February	347	319	110	107	102
January	355	345	126	116	103
December	433	423	132	142	149
November	387	326	102	107	117
October	516	483	152	145	186
September	417	390	124	125	141
August	382	433	138	144	151
July	<u>457</u>	<u>409</u>	<u>142</u>	<u>141</u>	<u>126</u>
**TOTALS	5177	4814	1643	1572	1599
***Per Cent	100.0%	92.9%	34.1%	32.3%	33.6%

* -16 Substance Abuse Unlikely
 16-23 Probable Substance Abuse
 24+ Addictive Level of Abuse Likely

** Court commitments total 5135 male inmates

*** 93 of every 100 inmates committed were administered the
 Mortimer-Filkins

DIVISION OF CORRECTION

SOCIAL SERVICES/ADDICTIONS PROGRAM Substance Abuse Data Fiscal Year 1987

TABLE III

Drugs of Abuse, Female Admissions**
Screening/Assessment Interviews

<u>Drug</u>	<u>Number</u>	<u>percent</u>
Alcohol only	17	5.9%
Other Drugs Only:	161	56.2%
Cocaine 68		
PCP 9		
Heroin 64		
Marijuana 17		
Other 3		
Alcohol Plus:	96	33.5%
Cocaine 36		
PCP 2		
Heroin 32		
Marijuana 19		
Other 7		
Substance Abuse Denied	12	4.4%
TOTALS:	286	100.0%

* - These data reflect the primary drug of abuse. However, there were 442 instances of multiple drug abuse.

** In person interviews with Addictions Specialists. There were 225 inmates screened because of positive Mortimer-Filkins Scores; the remaining 61 were screened on referral of other staff following additional information and/or acknowledgment by the inmate that there was a substance abuse problem.

DIVISION OF CORRECTION

SOCIAL SERVICES/ADDICTIONS PROGRAM
Substance Abuse Data
Fiscal Year 1987

TABLE IV

Drugs of Abuse, Male Admissions,
Screening/Assessment Interviews

<u>Drug</u>	<u>Number</u>	<u>Percent</u>
Alcohol	666	19.5%
Other Drugs Only:	942	27.4%
Cocaine 129		
PCP 52		
Heroin 138		
Speedball 179		
Multiple 227		
Marijuana 204		
Other 13		
Alcohol Plus:	1214	35.8%
Cocaine 151		
PCP 61		
Heroin 52		
Speedball 137		
Multiple 453		
Marijuana 316		
Other 44		
Substance Abuse Denied	583	17.3%
TOTALS:	3405	100.0%

* In person interviews by Addictions Specialists. While 3171 inmates scored positive from substance abuse on the Mortimer-Filkins Questionnaire, the remaining 234 scored negative but were referred for clinical assessment by other staff, and the inmates themselves in some instances when confronted with additional data.

** Heroin and Cocaine

DIVISION OF CORRECTION
SOCIAL SERVICES/ADDICTIONS PROGRAM
Treatment Services
Fiscal Year 1987

TABLE V
Junction Bridge Performance Data

<u>Clinical</u>	<u>Number Admitted</u>	<u>Active</u>	<u>Failure</u>	<u>Completed</u>
Stabilization	1340	63	163	1114
STOP	235	73	50	112
Short Cycle:	1867	257	247	1363
Central Laundry	696	108	34	554
MCI-J	337	54	56	227
MCTC	542	56	105	381
BBCF	166	23	28	115
MCIW	126	16	24	86
Long Cycle:				
Central Laundry	175	44	8	123
MCIW	29	12	8	9
Pre-Release:	1074	84	98	892
BPRU	123	0	11	112
EPRU	223	13	28	182
JPRU	212	18	18	176
PHPRU	227	28	20	179
PRUW	42	0	3	39
SMPRU	247	25	18	204
TOTALS:	4729	533	574	3613
Percent	100.0	12.2	12.4	75.4

- 1 Stabilization - devoted to inmates with sentences of two years+ at point of admission.
STOP - Short Term Offenders Program addresses inmates with sentence of two years and less, initiated 2/25/87.
Short Cycle - addresses substance abusers with treatment/job readiness package, 10 weeks.
Long Cycle - Addresses addicts with group and individual treatment plus job readiness package for 24 weeks.
Pre-Release - prepares inmates for stress factors before work release and family leave, then engages them during the experience - 13 weeks, group counseling.
- 2 Only the 1575 inmates admitted to Stabilization/STOP are exclusive numbers; all others may reflect the same inmates more than once.

DIVISION OF CORRECTION
SOCIAL SERVICES
SOCIAL WORK PROGRAM
Fiscal Year 1987

TABLE VI

GROUP COUNSELING SERVICES

<u>Type of Group</u>	<u>TOTAL</u>		<u>Jessup/Baltimore</u>	<u>Hagerstown</u>
	<u>Number</u>	<u>Per Cent</u>	<u>Number</u>	<u>Number</u>
Front End	1473	47.2	624	849
Communication	592	19.0	37	555
Re-Entry	351	11.2	216	135
Short Termers	169	5.4	169	
Mental Health	79	2.5	12	67
Segregation	91	2.9	29	62
*Readjustment	103	3.3	103	
**Young Offender	167	5.3		167
Protective Custody	18	.8		18
*Transition	78	2.4	78	
TOTALS:	3121	100.0	***1268 (46%)	***1853 (54%)

*These groups are delivered in the Jessup/Baltimore Regions only.

**This service is provided at MCTC only.

***Percentage of total group services.

DIVISION OF CORRECTION
SOCIAL SERVICES
SOCIAL WORK PROGRAM
Fiscal Year 1987

TABLE VII
PSYCHOSOCIAL ASSESSMENTS

<u>Region</u>	<u>Assessments Completed</u>	<u>Per Cent</u>	<u>Family Interviews</u>
*Baltimore	* 1521	50.3	363
Jessup	779	25.8	273
Hagerstown	720	23.9	175
TOTAL:	3120	100.0	** 811 (27%)

* Primary assignment.

** Family interviews were conducted in 27% of all assessments completed.

EDUCATION AND VOCATIONAL TRAINING

Introduction

Responsibility for the delivery of educational services, formerly provided by the Division of Correction, was transferred to the Maryland State Department of Education (MSDE) on July 1, 1978. Administrative responsibility for correctional education was placed in the Division of Vocational/Technical Education, MSDE. In FY 1987, an agency wide consultant study of the organization of the State Department of Education was conducted. Among a number of administrative and organizational changes recommended by the study was the transfer of the correctional education program from the Division of Vocational/Technical Education to the Bureau of Vocational Rehabilitation and Correctional Education. This change will become effective July 1, 1987.

Program oversight and policy initiatives for Correctional Education are provided by the Educational Coordinating Council on Correctional Institutions (E.C.C.C.I.) whose membership includes the State Superintendent of Schools, the Commissioner of Correction, the Executive Director of State Board for Community Colleges, a county Superintendent of Schools, and a representative of the public. The correctional education budget is the responsibility of MSDE. The State Department of Education's budget includes salaries, supplies, equipment, and related expenditures which support the Correctional Education program. The Division of Correction provides educational facilities, utilities, maintenance, and daily stipends for assigned students.

Inmate Needs

Persons committed to the Division are frequently under educated and lack marketable job skills. As part of the intake process at the Maryland Reception, Diagnostic and Classification Center (MRDCC), inmates are tested for their level of educational functioning. Because of space constraints, this assessment is provided on a priority basis to inmates who have not reached their 21st birthday and who may be eligible for Federally-mandated services. During Fiscal Year 1985, MSDE, in cooperation with the Division of Correction, implemented an evening testing program to increase the number of inmates who are assessed prior to transfer to maintaining institutions. In FY 1987, approximately 60% of the intake population was tested and the scores made part of the inmate's record. The results of those tests indicated that over one half (57%) of the FY 1987 intake population scored below the 8th grade equivalent in math and/or reading. Included in this 57%, was 29% of the FY 1987 intake which scored below the fifth grade level in math and for reading. Inmates who are not at MRDCC are tested by MSDE when they are referred to school at maintaining institutions.

Inmates are strongly encouraged to address their educational needs while incarcerated within the Division of Correction. Inmates are paid a small daily stipend equal to, or greater than, that which inmates receive for performing various jobs within the institution. In addition, inmates receive a sentence reduction of five days per month for participation in school. Some programs, including all MSDE educational programs, have been designated by the Commissioner of Corrections as special projects and inmates are awarded an additional five days off their sentence per month to encourage participation. Thus, inmates assigned to school earn a total of ten days per month off their sentence in addition to diminution of time credits for good behavior.

In Fiscal Year 1985, the Division established a 90-day mandatory schooling program for inmates scoring below the fifth grade level in math or reading. This mandatory schooling program implements a major policy recommendation of the Wellford Commission on Correctional Rehabilitation, which noted that no systematic attempt was being made to address the basic educational needs of inmates with the most severe educational deficiencies. During 1987, MSDE evaluated the 90-day mandatory schooling policy in terms of the numbers served and the ability of the schools to retain these students after their 90-day obligation, finding that most inmates remained in school after their 90 day obligation.

Substantial changes in the Division's mandatory education programs were mandated by legislative action in FY 1987. Amendments to Article 22 of the Annotated Code of Maryland require the phased in increase of the mandatory education threshold from 5.0 to 8.0 in one year increments with 8.0 being reached in 1990. Additionally, the criteria is based solely on reading scores rather than math and reading scores. Finally, the Division is required to report progress of inmates in the mandatory education program to the Parole Commission for their consideration as one aspect of the parole decision process. Eighty nine percent of the mandatory education students who completed their 90 day commitment during the period from June 1, 1986 to May 31, 1987, continued their education. This finding suggests that a combination of incentives and coercion can yield results (mandatory education students are paid a small daily stipend and awarded 10 days per month off sentence). Similar findings were reported for FY 1986 thus suggesting that educationally disadvantaged inmates can be "encouraged" to attend school and that many will continue their education when the compulsory requirement is completed.

Educational Services: Adult Basic Education

Adult basic education was provided to inmates who lacked skills in reading, writing and mathematics and scored 0.0 through 7.5 (grade equivalent) on standardized achievement tests. Students attended classes at least ten hours per week and followed a curriculum that stresses academic skills of reading, writing and

math computation. The adult basic education program leads to the Eighth Grade Certificate issued by MSDE on the basis of standardized achievement test scores. Adult basic education services were available at all maintaining institutions, as well as pre-release units enrolling approximately 1,000 students on a daily basis.

The basic education program continues to be supplemented by a Tutoring Program in which inmate tutors, trained under the auspices of the Johns Hopkins University, worked with basic education students on a one-to-one basis under the supervision of a certified teacher. Tutoring programs were operational at; MCI-H, MCTC, MCI-J, MHC and MP.

Educational Services: Adult Secondary Education

Many students continued their education by enrolling in the Adult Secondary Education Program which prepares students for their high school equivalency. The program is designed to prepare students in each of the examination areas of the GED. Adult Secondary Education services were available at all maintaining institutions, as well as the pre-release units enrolling approximately 1,000 students on a daily basis. During FY 1987, Correctional Education teachers and staff began in-service training activities in preparation for the January, 1988, implementation of the writing examination.

Educational Services: Special Programs

MSDE provided specialized educational programs for inmates who had not reached their 22nd birthday. These programs included Chapter I programs for neglected and delinquent youths and special education for youthful offenders with identified handicapping conditions which inhibited their learning. All inmates under 22 years of age were screened at the Maryland Reception, Diagnostic and Classification Center for their educational functioning as well as related medical and psychological conditions. For those identified as having handicapping conditions, instruction was provided at the maintaining institutions by qualified staff. For special education identified students, an individual educational plan is developed and instruction delivered. In FY 1987, direct educational services were provided to special education students on protective custody or segregation.

The State Department of Education continued night school programs in Fiscal Year 1987, although there were some cut backs in the number of weeks of instruction compared to the FY 1986 night school program. Night school was available at all major institutions as well as the Baltimore Pre-Release Unit. The night schools serve both inmates who have no other assignment and inmates who hold other assignments such as work release, industries employment or institutional jobs. The night school program, staffed by part-time contractual teachers, and part-time regular staff increased educational participation in Fiscal Year 1987. Possible curtailment of night school programs is anticipated for FY 1988.

Educational Services: Skill Training

MSDE provided 30 approved competency-based vocational education programs which prepare inmates for entry-level positions in a chosen trade or field. The programs, which combine classroom and laboratory elements, are generally 600 hours in duration. Each student is rated as to his or her ability to perform specific trade tasks. The trades and their institutional locations are shown on page 39. In addition to vocational education programs provided or contracted by MSDE, the Division of Correction, in cooperation with MSDE, sponsored apprenticeship programs registered with the Maryland Apprenticeship and Training Council. These programs combined related classroom instruction and skill training in a production setting, usually with State Use Industries. These apprenticeship programs were of 6,000 to 8,000 hours in duration with 1,000 hours considered a minimum period of training. A full-time job developer placement specialist, employed by State Use Industries, provides specialized assistance to apprentices when they qualify for work release or are returned to the community.

During Fiscal Year 1987, coordination between the vocational education (MSDE) and State Use Industries was continued.. At Maryland Correctional Institution - Hagerstown, coordination has been continued between the upholstery and metal trade programs offered by MSDE and State Use Industries with the result that MSDE students have a logical follow-up to their initial training and State Use Industries receives better prepared trainees for their registered apprenticeship programs. Additionally, a similar arrangement was established at MCI-J where a vocational education program in graphic arts was implemented to serve in part as a feeder program to the existing SUI print shop. Vocational education students will receive their initial training (6 months) in an educational setting followed by a production oriented experience (12 months) in the print shop. The print shop offers a registered apprenticeship program to which the vocational education graduate will be assigned with credit for their 600 hour vocational education experience. MSDE continued to contract for vocational educational services in the Pre-Release System and at Roxbury Correctional Institution. Vocational training was provided by local educational agencies at

Southern Maryland Pre-Release Unit and Poplar Hill Pre-Release Unit, with Chesapeake Community College providing education courses at Eastern Pre-Release Unit. At Roxbury Correctional Institution, Hagerstown Community College continued to provide vocational education program on a contractual basis. At MHC and MCI-W, Anne Arundel Community College provides office practice, typing, and word processing courses under contract with correctional education office of MSDE. Contracting for vocational education services has the primary benefit of providing flexibility in the provision of service. Changing inmate interests and labor market adjustments can be responded to more easily by a contractual arrangement.

Educational Services: Post Secondary Education

Cooperating colleges and universities, in consultation with MSDE and the Division of Correction, provided full-time post-secondary educational opportunities at all maintaining institutions during FY 1987. Inmate students helped fund their program of study by a combination of various Federal grants, work study and personal funds. Post-secondary education was provided as follows:

<u>INSTITUTION</u>	<u>COLLEGE/UNIVERSITY</u>	<u>DEGREE</u>
MP	Coppin State College	B.S.
MHC	Essex Community College	A.A.
	Morgan State University	B.S.
MCI-J	Essex Community College	A.A.
BBCF	Community College of Baltimore	----
MCI-W	Community College of Baltimore	A.A.
	Morgan State University	B.S.
	(offered at Patuxent Institution)	
MCTC	Hagerstown Junior College	A.A.
MCI-H	Hagerstown Junior College	A.A.
RCI	Hagerstown Junior College	A.A.

MSDE VOCATIONAL TRAINING

<u>INSTITUTION</u>	<u>VOCATIONAL EDUCATION</u>	<u>APPRENTICESHIP</u>
MCI-H	Drafting	Upholstery
MCI-H	Air Conditioning, Heating, Refrigeration	Metal Fabrication
MCI-H	Principles of Technology	
MCI-H	Sheet Metal	
MCI-H	Upholstery	
MHC	Office Practice, Typing*	Paint Manufacturing
MHC	Welding and Cutting	Wood Manufacturing
MCIW	Office Occupations*	Upholstery
MCIW	Computer Literacy*	
MCIW	Home Management	Cooking
MCTC	Office Practice	Meat Cutting
MCTC	Body and Fender	
MCTC	Auto Mechanics	
MCTC	Carpentry	
MCTC	Masonry	
MCTC	Painting/Decorating	
MCTC	Plumbing/Pipe-fitting	
MCTC	Graphic Arts	
MCTC	Electrical Wiring	
MCTC	Machine Shop	
MCTC	Barbering	
MCTC	Millwork and Cabinet-making	
MCI-J	Auto Mechanics	Graphics
MCI-J	Graphic Arts	Cooking/Baking
MCI-J	Air Conditioning, Heating, Refrigeration	
MP	Pre-Vocational Industrial Arts	
SMPRU	Various Course Offerings*	
PHPRU	Various Course Offerings*	
EPRU	Various Course Offerings*	
RCI	Office Occupations*	
RCI	Auto/Power Training*	
RCI	Fabrication/Manufacturing*	
RCI	Construction Trades*	

* Contractual

Program Enrollments and Completions

Inmate participation in adult basic and secondary education continued to increase with 2,676 students in FY 1987 compared to 1,969 students in FY 1986. The highly successful night school program continued in FY 1987 at every maintaining institution.

Vocational education enrollments declined slightly in FY 1987, dropping to 607 students in FY 1987 from 665 in FY 1986. This enrollment drop of approximately 10 percent was the result of program closures at MCI-W (cosmetology), MCI-J (motor cycle repair), and MCI-H (electronics). These shops were replaced with training programs which are more labor market relevant.

Enrollment in post secondary education programs increased in FY 1987 with 518 inmate students compared to 492 inmate students in FY 1986. Apprenticeships, offered largely through State Use Industries remained constant in FY 1987. New apprenticeships are not anticipated until the Food Service Program opens at Eastern Correctional Institution in the Fall of 1987.

Program completions increased substantially in FY 1987. Two thousand and four hundred and fifty-eight (2,280) inmates completed an established educational milestone (8th grade certificate, high school diploma or vocational certification) in addition to 76 post secondary education completions. FY 1987 completions exceeded FY 1986 completions by 111. In FY 1986, 2,169 inmates earned an eighth grade certificate, high school diploma or vocational certificate in addition to 82 post secondary education completions. Total completions (including post secondary education) in FY 1987 were 2,356 compared to 2,251 completions in FY 1986. Of special note were 698 high school equivalency completions in FY 1987.

Library Service

Correctional education library largely overcame chronic staffing problems experienced in previous years, closing FY 1987 with every library in the system open and serving residents. The MHC library was reopened in FY 1987 although only on a part-time as the second egress required by the Fire Marshall to allow full utilization had not been constructed. At all other maintaining institutions, full-time librarians provided by MSDE delivered professional librarian services to residents. During FY 1987, the Tel-Med dial access health information system was expanded despite technical problems associated with the connection of the system with the institutional telephone system. Another major library initiative in FY 1987 was the re-opening of the MP library in a fully renovated modern facility. Additionally, the MP library received funds to establish a resource center for special collections and services. These special collections and services will be made available to other correctional libraries. During FY 1988, MSDE has been funded to open two libraries at ECI staffed by two librarians at each location.

New Facilities and Major Renovation

The Maryland Penitentiary School/Library was formerly dedicated on September, 1986, after nearly a decade of effort to provide a reasonable learning environment and modern library facility at the MP. During FY 1987, several major construction projects were under way. At ECI, an educational facility and library was constructed for each compound. The school and library for compound #1 was completed in FY 1987, although MSDE will be unable to hire the staff and implement educational services until the first half of FY 1988. At BBCF a new multi-purpose building was under construction during FY 1987. The educational program and library provided by MSDE at BBCF will be moved into the new facility in early FY 1988. Although the new BBCF facility will be a substantial improvement over the current facility, the size of the new facility will be approximately the same size as the current facility.

Conclusion

FY 1987 was a year marked by the continuing expansion of the correctional education programs both in the numbers of inmates served and the achievement of established educational goals by the inmate students. Twenty nine percent of the Division's population participated in Correctional Education programs with 2,356 inmates completing a major educational milestone (8th Grade Certificate, High School Diploma, vocational certificate or college degree). Night schools continued, although at a somewhat reduced schedule in FY 1987. All correctional education libraries were open and serving inmates by the end of FY 1987, although the MHC library was operating on a part-time basis until the second egress is constructed. With a second egress, the library can operate at full capacity and a full-time librarian will be provided. The Correctional Education Office has been actively planning for the opening of the Eastern Correctional Institution early in FY 1988. A full program (academic education, vocational education and libraries) has been funded with an anticipated opening of educational services in compound #1 by November of 1987 with post secondary education services planned for the Fall of 1988.

CASE MANAGEMENT UNIT

The Division of Correction, on October 1, 1986, established the Case Management Unit as one of the functional units within the Headquarters' operation. The mission of the Case Management Unit is to plan, implement and monitor a process for assessing inmates's needs, developing individualized program plans that address the identified needs of the inmates and for carrying out the program plans and making adjustments to them as needed. This case management approach is the strategic plan that the Division of Correction follows for delivering program services to inmates and for ensuring maximum utilization of program resources.

The Case Management Unit is responsible for coordination of two major delivery programs for the Division of Correction. The older, more established program is the Mutual Agreement Programming. The newest program, which is in its development phase, is the Case Management Process. This process had been known as the Multi-Disciplinary Process, but as it has been redeveloped it was also re-titled.

Mutual Agreement Programming (MAP)

MAP was introduced in the Division of Correction in 1974 as a Federally-funded pilot project. In 1977, additional Federal funds allowed the State to expand the program Division-wide. By January, 1980, the program had been implemented in all the institutions.

The MAP process is centrally administered from Division Headquarters. Case management staff is responsible for coordinating all MAP activities, including monitoring compliance and program availability and ensuring that slots are reserved for MAP participants.

The MAP process is identical for both males and females, except females may submit proposals which include a provision by which the Division of Correction, through a voucher system, will fund certain community-based programs or services not available to female inmates within their place of confinement.

The MAP process is targeted to those inmates who are eligible for parole, have had at least one parole hearing and are within three years of their next parole hearing. The MAP process is initiated, after an orientation phase, when the inmate submits a written proposal for a program plan for negotiation with the Maryland Parole Commission and the Division of Correction. The DOC then has a team of representatives from the various institutions assess the inmates' needs and develop negotiation parameters that address the inmates' needs. Then, at negotiation, the inmate, DOC representative and two Parole Commissioners attempt to arrive at a final mutually agreed upon program that is written into a legally binding agreement. This agreement not only addresses the inmate needs for academic,

vocational, counseling, employment readiness programs and work release, but also includes institutional transfers, changes in security and a guaranteed parole release date that is contingent upon successful completion of all other requirements of the agreement.

An important aspect of the MAP process is that all scheduled program activities included in a MAP Agreement are reserved through a computerized reservation system in a similar manner that hotel or airline reservations are made. This system helps to ensure that resources that are included in a MAP Agreement are available. It also becomes an alerting system for advising institutional staff of scheduled activities and it becomes a method for quantifying what program resources the DOC has and how they are being utilized.

MAP has proven over the years to be an excellent means of assessing inmate needs, programming inmates and carrying out the program plans. A 1982 study indicated that the MAP process also exerts a positive influence on inmate behavior while incarcerated. MAPPED inmates have significantly fewer convictions for institutional rule infractions than non-MAPPED inmates.

Also, a 1987 report by the Department of Public Safety and Correctional Services indicated that MAPPED inmates who were paroled were returned to probation or incarceration less often than any other group of releasees studied over a three-year period of 1983-1986.

While MAP has proven to be an effective case management process that has a positive influence on inmate behavior and on return rates to probation or return to the Division of Correction, MAP has remained a small program that addresses only about five-percent of the inmate population. The major reasons that MAP has remained small are that it is both very selective as to which inmates can successfully negotiate MAP Agreements, and it is a very demanding process that requires the inmates to be much more accountable than the traditional process of classification and parole.

Only those inmates who are good candidates for parole are eligible for MAP. Since 1982, this pool of eligible inmates has been shrinking as the number of inmates who are refused parole has increased. In 1981, 51-percent of all releases were via parole, but in 1986, only 28-percent of all releases were paroles. This factor ensures that the number of inmates who are candidates for MAP will remain small.

Secondly, many inmates choose not to MAP because the MAP process is perceived as being too demanding. MAP not only has strictly defined behavioral standards, it requires that any inmate who signs a MAP Agreement must successfully complete programming in all areas where program intervention is identified as needed. MAP almost always requires that the inmate participate in work release and always requires that the inmate has a release plan that includes a home situation and a full-time job that are reviewed and approved by the Division of Parole and Probation prior to this inmate's release. For non-MAPPED inmates there are often fewer programming requirements, fewer behavioral requirements and less demanding or no release requirements.

The DOC continues to emphasize MAP and make every effort to increase the number of inmates with MAP Agreements. During the past few years, the DOC has attempted to streamline the MAP process by reducing paperwork, simplifying the process and changing the eligibility criteria. The DOC also follows a tactic of establishing quantifiable objectives for each institution for the number of MAP negotiations held each year. These objectives are carefully monitored to ensure that productivity remains high.

Case Management Process

The Division of Correction has long recognized its obligation to provide program services that will better prepare inmates to return to the community as productive and law abiding citizens. While the Division has been developing strong educational, training treatment and work programs, it has lacked a systematized method for delivering programs to inmates who really need services at the time in their incarceration when programming can be most beneficial.

In the past, many inmates served their incarceration time without participating in the programs that they really needed. Other inmates, eager to impress the parole commission or just wanting to keep busy while earning good time credits, would participate in programs that they did not need.

Timing of when inmates receive programming was also a problem. Inmates would often be placed in vocational training programs years before they would be ready to return to work in the community. By the time the inmate went to work, either on work release or after release from incarceration, benefits from the training had been lost.

Also, there was no continuity of programming when inmates move from one institution to another. At one institution an inmate may be placed in programs with plans for continuity of services when the inmate moves to other institutions. Unfortunately, there was no system for continuing programming when the inmate transferred.

To address the problems of systematically delivering programs to inmates, the Division created the Case Management Unit. Designed as a functional unit within the Headquarters operation, the Case Management Unit's mission is to plan implement and monitor a program service delivery system. This unit took charge of developing the Multi-Disciplinary Process as the Division's primary system for program services delivery.

In 1986, the Case Management Unit took charge of developing the Multi-Disciplinary Process into the Division's primary system for program service delivery. The Multi-Disciplinary process began as a pilot program at MCIW, RCI, MCI-J and at MCTC for inmates in the Youthful Offenders Program. During this pilot phase the Multi-Disciplinary process has been refined and redeveloped. It has been re-titled as "The Case Management Process". During this time over three thousand inmates have had program plans written and a computerized reservation system has been developed for efficient utilization of program resources. Through the experience gained in this pilot program, the Case Management Process has been honed into an effective procedure that will be expanded division-wide during 1988. The Case Management Process will help to ensure all of the following benefits

- * That all inmates being released from the Division receive the programming they need.
- * That each inmate has a comprehensive assessment of his or her programming needs.
- * That each inmate has an individualized program plan that address's the inmate's identified needs.
- * That each inmate's program plan is implemented and monitored and that changes are made to the plan as needed.
- * That resources are maximally utilized and that programs are delivered to inmates in a timely manner.

The Case Management Process will be applied to all inmates when they are within two years of an estimated release date. Through this approach we can ensure that every inmate receives a minimum of two years of programming prior to release. It is estimated

that there are enough program slots presently available to serve only inmates within two years of release. A listing of the number of inmates in this target population at each institution is listed below:

<u>INSTITUTION</u>	<u>TARGETED INMATES</u>
ECI	1084 *
RCI	463
MCTC	1020
MCIH	354
MCIJ	436
MHC	520
MCIW	265
MCPRS	1417

*Estimate is based on anticipated transfers from other DOC Institutions.

How The Case Management Process Works

Once an inmate is identified as being in the target population for the Case Management Process, the assigned Classification Counselor reviews all records to determine what assessment data is needed. This assessment shall include reports from all of the various disciplines including academic and vocational education, medical, classification, custody, psychology, social work and additions treatment. All of this data is then used to determine what programming the inmate needs.

When all of the assessment information has been assembled, the inmate meets with a classification team comprised of representatives from the various disciplines to develop a program plan. This plan shall include all programming that the inmate needs that will best prepare him or her for release. The plan shall comprehensively cover the rest of the time that the inmate is incarcerated. It shall include specific start and stop dates for programs, transfers, changes in security etc. Once approved, all programming is reserved via the computerized reservation system and is automatically provided for the inmate provided minimum standards of behavior are followed.

The computerized reservation system ensures that resources are available and are not over-enrolled. When a program plan is developed, the reservation system tells the team what resources are available and when a vacancy exists in the program.

The system is similar to hotel and airline systems. All programs are set up on a cyclical basis and an inmate's name may be entered whenever a slot is available. The reservation system provides four major benefits for the Case Management Process:

- * SCHEDULING SYSTEM - Each program is arranged to accept new inmates according to prearranged cycle times. Each cycle is allotted a certain number of slots. As an inmate's program plan is approved, his/her name is entered on the reservation system. This ensures the inmate's entry into the program during the specified cycle.
- * ALERT SYSTEM - Each month the reservation system provides each institution with a listing of all activity that is scheduled to begin during the next month.
- * MONITORING SYSTEM - For every scheduled activity on the reservation system each institution is required to record if and when the activity was initiated. Then, each month, a report identifies any scheduled event for which there is no disposition listed.
- * REPORTING SYSTEM - Each month the reservation system provides a variety of batch reports detailing statistical information about the Case Management Process.

Once the inmate's Case Management Plan has been approved and the reservations entered, the plan is initiated as scheduled. The classification counselor is the Case Manager who ensures that the program is carried out. The counselor is responsible for monitoring the plan and ensuring that the inmate is successfully participating in required programs. If there are any failures to carry out the plan any breeches of the terms of the plan and to devise amendments to place the inmate back on track.

MEDICAL AND MENTAL HEALTH SERVICES

The Division of Correction maintains the responsibility for providing health care to the inmate population that is constitutionally adequate. The three regions, Baltimore, Hagerstown, and Jessup, have received health care services, since Fiscal Year 1985, through the utilization of private health services contractors.

During Fiscal Year 1987, the following health care services were contracted and provided by the PHP Corporation:

- a. General Dispensary Services
- b. Periodic Physical Examinations
- c. General On-call Coverage
- d. Preliminary Screening
- e. Intake Physical Examinations
- f. General Sick Cell
- g. Medical Specialty Services
- h. Infirmary Services
- i. Inpatient Hospital Services
- j. Emergency Hospital Services
- k. Infection Control
- l. Dental Services
- m. Outpatient and Inpatient Mental Health Services
- n. Pharmaceutical Services
- o. Nursing Services
- p. Radiology Services
- q. Medical Record Services
- r. Laboratory Services
- s. Optometry Services
- t. Administrative Services
- u. Pre-Employment Physical Examinations
- v. High-Risk Employee Hepatitis Program
- w. Quality Assurance Program
- x. Maintenance and Repairs
- y. Inmate Health Education
- z. Ambulance Services

The estimated cost for providing the contracted health care services during Fiscal Year 1987 is \$13.6 million.

The Department of Health and Mental Hygiene, Office of Licensing and Certification granted licenses to open an Infirmary and Mental Health Services Unit at the Maryland Correctional Institution for Women.

The Office of Health Care Services established a Strategic Plan that was initiated during Fiscal Year 1987 to facilitate the creation of a model correctional health care delivery system which is predicated on research, development, planning, implementation, and monitoring. The following goals were chosen to assist staff in carrying out the mission of the Office of Health Care Services:

1. Quality Assurance - To implement a Quality Assurance Program that identifies, evaluates, and takes corrective action in the delivery of services to meet prescribed departmental standards.

Action: A Division of Correction Regulation for the monitoring of quality care provided to inmates was established and submitted for approval, as well as tools and criteria initiated to establish a Division of Correction Manual to be utilized by the health services contractor in providing quality health care to the inmates.

Monitoring visits have been conducted in the three regions, problems and/or needs identified, and contractor plans for correction in areas of non-compliance requested.

A Quality Assurance Program Committee was established comprised of members of the health services contractor and the Office of Health Care Services staff. The meetings are held monthly to discuss various quality assurance activities implemented by the contractor, statistical data, fiscal concerns, inmate complaints, and to develop and/or evaluate health services criteria.

Monthly Medical Review and Medical Records Committee meetings were held, as well as regularly scheduled Pharmacy and Therapeutics Committee meetings. Reports from these meetings were presented during the monthly Quality Assurance Program Committee meetings.

2. Research and Development - To identify and research issues important to the Office of Health Care Services and develop policy and programs with recommendations for implementation.

Action: The policies and procedures as well as the educational processes developed by the Maryland Division of Correction and used by other correctional systems worldwide in managing AIDS have been developed through research which has been carried out by the Office of Health Care Services for the Division of Correction in conjunction with Johns Hopkins University. The Chief Medical Officer for the Division of Correction has

presented these research efforts at national conferences of the American Correctional Health Services Association in Philadelphia and Chicago, at the American Correctional Association convention in Las Vegas, at Johns Hopkins University, and to the National Institute of Justice Officials. The research efforts carried out by the Office of Health Care Services, have also been covered in leading international medical and epidemiology journals, such as the Journal of the American Medical Association, and the Morbidity, Mortality Weekly Report (MMWR) published by the Centers for Disease Control in Atlanta.

Seroprevalence studies have been carried out each Fiscal Year for the past three years.

The Office of Health Care Services completed a large transmission study using data compiled from the first two intake seroprevalence studies. This study is of similar design to studies which are being carried out by the Centers for Disease Control in Atlanta. However, this study is at least two years ahead of the Centers for Disease Control studies. It should provide much more definitive answers to the questions about the transmission of AIDS in prison population.

3. Staff Development: To enhance the efficiency of the Office of Health Care Services staff through recruitment and training and provision of a more conducive work environment.

Action: The Office of Health Care Services Organizational structure was established and submitted for approval.

Four of eight Office of Health Services staff members attended at least one Division of Correction funded professional development workshop and/or conference during Fiscal Year 1987.

Professional development workshops were conducted by the Office of Health Care Services for the Health Services contractor staff.

Two additional professional health services slots were allocated to the Office of Health Care Services during Fiscal Year 1987 to facilitate monitoring the health care provided to inmates within the Division of Correction.

Requests have been submitted for additional office space to be utilized by the Office of Health Care Services Staff.

4. Contract monitoring and Request for Proposal development to improve both established fiscal and programmatic monitoring and develop procurement parameters for health service contract(s).

Action: The monthly exception report format was revised.

The monthly service report was standardized.

A monthly composite report was established and now contains both the fiscal and programmatic aspects of services provided by the health services contractor.

A quarterly briefing for the Division of Correction Commissioner and Assistant Commissioner was established to review activities of the Office of Health Care Services and the contracted services provide.

A checklist of reporting schedules has been maintained and the health services contractor staff vacancy monitoring system was established and implemented during Fiscal Year 1987.

5. Policy and Procedures - To enhance health care through policy and procedure development, review and management.

Action: A review of all medical Division of Correction Regulations was conducted for appropriateness and consistency with current Office and Health Care Services policy and procedure guidelines, and revisions made when applicable.

All Institutional Directives related to health care services were reviewed by the Office of Health Care Services staff for consistency with the Division of Correction Regulations.

In November 1986 NKC Management submitted a legislative report entitled "Evaluation of State of Maryland's Medical Services Program for Inmates". The audit was divided into seven sections covering the following areas: I) Management, II) Fiscal, III) Medical Care, IV) Dental Care, V) Mental Health, VI) Quality Assurance, and VII) Continuity of Care.

The Office of Health Care Services under the direction of the Commissioner of Correction and the Assistant Commissioner - Field Services, is able to report significant progress in the improvement of Health Services Delivery consistent with accepted recommendations in the NKC Management Audit Report.

Below is a recap of the number of recommendations made, the Divisions' concurrence or exception and a breakdown in terms of their current status:

	<u>01/87</u>	<u>06/87</u>	<u>09/87</u>
Total Number of Recommendations	78	78	78
Total Number of Concurrences	71	70	70
Total Number of Exceptions	07	08	08
Recommendations Already Completed	15	33	48
Recommendations In Process	28	20	22

The Office of Health Care Services has initiated revision of the Health Care contract as recommended by the report. Concentration has focused on making the contract more responsive to programmatic perimeters and to consider flexibility where service can be provided more cost effectively to the Division.

Pursuant to one of NKC's major recommendations, the Commissioner of Correction appointed a new Director of Health and Mental Health Services. The new Director and the Office of Health Care Services were asked to implement those NKC recommendations not already completed. Major reforms to the Health Care Program include:

- * Reorganization of Office of Health Care Services to include a Chief Dental Officer, and additional clerical support.
- * Significantly greater visibility of Office of Health Care Services personnel at Correctional facilities to access both qualitative and quantitative aspects of contractor performance.
- * Implementation of improved verification of contractor services and coordination of statistical reports with quality assurance activities.
- * Establishment of a Comprehensive Quality Assurance Program to include monthly multi-disciplinary meetings between DOC and contractor.
- * Implementation of Quality Assurance audits conducted monthly in each region by Office of Health Care Services staff.
- * Significant improvement in Division relationship with University of Maryland Hospital. Additionally, the establishment of alternative services in both the Baltimore and Jessup regions.

HEARING OFFICERS

Eight hearing officers, who are members of Headquarters staff, under the supervision of the chief hearing officer, coordinate adjustment hearings and sit as the sole arbiters of all cases. Hearing Officers rotate among the institutions every thirty (30) days. In addition, hearing officers appear before the Inmate Grievance Commission and the courts concerning decisions and proceedings of adjudicated cases.

ADJUSTMENT HEARING STATISTICS

FISCAL YEAR 1987

Number of Cases Heard.....18,126

Guilty Verdicts.....	12,540
Not Guilty Verdicts.....	1,794
Reduced to an Incident Report.....	2,741
Dismissed.....	1,051

Dispositions

Segregation Recommendations.....	6,765
Loss of Good Conduct Time.....	4,844
Greater Security Recommendations.....	510

Adjustment Charges

Escape-Including Attempt.....	101
Assault on Staff.....	398
Assault on Inmate.....	1,417
Sexual Assault.....	59
Weapons.....	532
Drug Possession.....	258
Drug Use.....	333
Money.....	112

MARYLAND RECEPTION, DIAGNOSTIC & CLASSIFICATION CENTER (MRDCC)

Warden: Merry Coplin

Assistant Warden: James A. Carter

The Maryland legislature, by Chapter 695, Acts of 1967, Article 27, Section 689 (g), ACM, provided that all convicted persons sentenced to the state after June 1, 1967 be committed to the custody of the Commissioner of Correction (Article 27, Section 690 (g), ACM) authorized the department to establish a receiving and classification center for prisoners. On June 1, 1967, the Division of Correction established a reception center for males in the south wing of the Maryland Penitentiary located in Baltimore City. The division continued to operate the reception center within the Maryland Penitentiary until October, 1981, when the present facility located at 550 E. Madison Street was opened. The females have always been received and maintained at the state's facility for women (MCIW).

MRDCC is a seven story maximum security facility designed for 400 inmates but with an operating capacity established at 774 inmates. The institution contains ten 64 bed (doubled) housing units, one 32 bed housing unit, two special confinement 16 bed housing units, and a gym used as a dormitory for 20 to 30 inmates. Each housing unit has a small area for T.V. viewing although the size and construction of the housing units coupled with the number of inmates confined in each does not allow for any other recreational activities. Outdoor recreation is provided from May to October on a recreation deck on the roof of the third level.

The institution routinely completes the following for all inmates received:

- 1) Intake summary and initial classification hearing to establish security level and identify maintaining institution
- 2) Identification record to include fingerprinting, photographs, and inmate I.D.
- 3) Issuance of DOC number, and establishment of base and commitment files
- 4) Intake physical examination
- 5) Initial DOC clothing and DOC handbook issue
- 6) Psychosocial assessment
- 7) Addiction testing, evaluation, and program referral
- 8) Psychological screening and evaluation as necessary
- 9) AIDS education orientation

- 10) Targeted educational testing
- 11) Preparation of suspension files for the Maryland Parole Commission which initiates the parole hearing process for each inmate.

PROGRAM SERVICES:

Religious Services:

MRDCC has an institutional chaplain, who, with the assistance of religious volunteers, provides religious services and religious education to each housing unit each week. Individual counseling is provided on a limited basis.

Library Services:

Library services are provided by the Department of Education. There is no library; however, the requests for legal materials are serviced through LASI, and the librarian attempts to visit each housing unit once a week with a book cart.

Psychology:

This department supervises a limited program for sex offenders through court referrals which is operated in conjunction with the Sexual Disorders Clinic of the Johns Hopkins Hospital.

Education:

GED program for inmates retained as inmate workers (cadre).

Early Parole Hearing Program:

All inmates received at MRDCC with sentences of 2 years or less are scheduled for their initial parole hearing before the Maryland Parole Commission prior to transfer. The outcome of this hearing may determine in part the inmate's security level and institutional assignment.

COUNTY BOARDERS:

(Allegany, Garrett, and Caroline Counties): MRDCC carries the county boarder caseload for the Division of Correction. The institution is responsible for ensuring that inmates housed in Allegany, Garrett, and Caroline counties are classified according to division procedures and supervised by the local jurisdictions under guidelines provided by the division. Additionally, as the

intake unit for the division, MRDCC controls the jail backup to ensure that all inmates sentenced to the Division of Correction are delivered to MRDCC in a timely fashion.

INTAKE/RELEASES:

During fiscal year 87 there were 5,604 inmates received at MRDCC of which 5,141 represented new court commitments. During that fiscal year, 556 inmates were released from MRDCC.

TRANSPORTATION UNIT:

MRDCC operates the Transportation Unit which effects the majority of institutional transfers between institutions, processes all writs for all Division of Correction inmates for court appearances and transports division inmates to all courts in the state with the exception of those on the eastern shore which are serviced by Eastern Correctional Institution. The unit processes approximately 15,000 writs each year and effects approximately 15,000 institutional transfers.

MARYLAND RECEPTION - DIAGNOSTIC & CLASSIFICATION CENTER (MRDCC)

Breakdown for Operating Costs for Fiscal Year 1987:

150	General Administration	\$11,695,404
250	Custodial Care	626,232
350	Dietary Services	514,502
450	Plant Operation and Maintenance	996,364
550	Clinical and Hospital Services	1,136,143
650	Classification, Recreation, and Religious Services	16,145
Total Cost:		\$14,984,790
Annual Per Capita Costs		21,870
Daily Per Capita Costs		59.94
Rated Capacity		400
Operation Capacity		769
Average Daily Population		687

Staffing Configuration:

150	General Administration	21
250	Custodial Care	290
350	Dietary Services	6
450	Plant Operation and Maintenance	9
550	Clinical and Hospital Services	2
650	Classification, Recreation, and Religious Services	47
Total:		375

MARYLAND CORRECTIONAL INSTITUTION FOR WOMEN (MCIW)

Warden: Sharon Johnson

Assistant Warden: Cornelius Royster

The Maryland Correctional Institution for Women (MCIW) was opened in 1939 and today consists of ten major buildings, has approximately 35 acres within the perimeter, and is located in Jessup, Anne Arundel County, Maryland. The original complex was constructed in a closed, rectangular "campus" design. The subsequent addition of the Administration Building, security perimeter, and 192-bed housing unit have changed that configuration considerably.

The 192-bed housing unit was completed and began housing inmates in July 1986. The addition of the 192-bed unit has allowed for the renovation of Horigan Cottage to include both mental health and medical in-patient infirmaries which are operational. The new perimeter has been completed and includes a double fence and four guard towers.

MCIW is both the reception center and maintaining facility for all women committed to the Maryland Division of Correction. During Fiscal Year 1987 336 inmates were received at MCIW. The inmate population was 411 at the beginning of the fiscal year and 404 at its close.

Upon arrival, each inmate is fingerprinted and given a medical examination to identify any immediate problems. Each inmate receives, within her first forty-five days, comprehensive testing, diagnostic and classification services. All incoming inmates are subject to the Multi-Level Disciplinary Counseling Program which establishes an individual program plan for each inmate's entire period of incarceration. The classification team also determines each inmate's security level: maximum, medium, minimum or pre-release.

Every entering inmate participates in a six week "front-end" counseling group with a social worker as the leader. This program is designed to reduce stress, induce acceptance of responsibility and regulations, and aid the inmate in adapting to the institution.

The school continues to operate at a high level of inmate participation in the programs. A computer program will be instituted in the fall of 1987. The average daily enrollment in Fiscal year 1987 was 210.

State Use Industries (SUI) operate both upholstery and sewing shops at MCIW. In April 1986, SUI also began a telemarketing program which conducts marketing introduction and follow-ups for the SUI sales force.

During Fiscal year 1987, there were no escapes from the institution, no major disturbances, no serious assaults upon staff and no serious inmate to inmate assaults.

MARYLAND CORRECTIONAL INSTITUTION FOR WOMEN (MCIW)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$ 625,097
250	Custodial Care	4,002,553
350	Dietary Services	600,928
450	Plant Operation and Maintenance	571,408
550	Clinical and Hospital Services	605,699
650	Classification, Recreation, and Religious Services	542,168
	Total Cost	\$6,947,853
	Annual Per Capita Costs	17,113
	Daily Per Capita Costs	46.76
	Rated Capacity	258
	Operation Capacity	468
	Average Daily Population	406

Staffing Configuration

150	General Administration	19
250	Custodial Care	123
350	Dietary Services	8
450	Plant Operation and Maintenance	4
550	Clinical and Hospital Services	0
650	Classification, Recreation, and Religious Services	15
	Total	169

MARYLAND PENITENTIARY (MP)

Warden: Howard N. Lyles

Assistant Warden: Bernard D. Smith

The Maryland Penitentiary is a maximum security prison which housed an average of 1,213 adult male offenders during Fiscal Year 1987. The original prison was built in 1804 on the present ground; the major portion of the physical plant was built in 1894 and is still utilized as the main administration building and inmate housing units. The entire compound covers approximately 5.5 acres and is located in Baltimore, Maryland.

The Maryland Penitentiary Dietary Department provides satellite feeding for inmates in the Maryland Reception Diagnostic and Classification Center (MRDCC). As such, the Maryland Penitentiary Dietary Department is in operation approximately 18 hours per day, and comprises one of the largest and most complex food service operations in the State.

Correctional officer training was very active during this period. A total of 74 employees attended the Correctional Entrance Level Training Program at the Maryland Correctional Training Academy in addition to qualifying for firearms certification. The Baltimore City Regional Custody 40-Hour In-Service Program continued with classes conducted in the Penitentiary Classroom daily. Effective January 1987, a minimum 18-Hour In-Service Training Program was mandated for staff by the Maryland Correctional Training Commission. A total of 343 custody staff received training during this period.

Other training offered included: Hazardous and Toxic materials training, suicide prevention, EMIT Drug Detection, Hostage Negotiation, Industrial Firefighters System training, Train the trainer, Correctional Supervisor, Firearms Instructor and AIDS training.

The Maryland Penitentiary presently employs three chaplains, Protestant, Catholic, and Muslim. Services are held for all denominations and inmates have access to chaplains who are available to provide religious guidance at all times. Additionally, the religious services program is enhanced with active volunteers of all denominations.

The psychological services for inmates at the Maryland Penitentiary were provided during fiscal year 1987 by three full time psychologists. Psychiatric services are provided on an out-patient basis by a psychiatrist provided by the contractual health care provider. This psychiatrist maintains a caseload under the coordination and with the assistance of the Psychology Service. Psychology services maintain an active intervention program in the South wing housing unit for segregation status inmates.

During the fiscal year the mental health unit was expanded with 10 additional isolation rooms prepared for occupancy. By close of the fiscal year, these rooms were ready for service. This will represent a major improvement in the ability to provide needed hospitalization for mentally ill inmates. Effort was continued, to improve coordination between in-patient and out-patient mental health services. Weekly discharge planning meetings were instituted to better address the needs of inmates leaving the mental health unit and to provide improved continuity of care.

The Office of Volunteer Activities Coordinator provides services to the institution's Self-Help groups, community volunteers, and special activities. During FY 87 there were 13 Self-Help groups; these groups held meetings every month, some had seminars, and each had a fun-raising affair, (except for Project "T"). The 13 groups are as follows:

P.H.A.S.E.	7 Step	Narcotics Anonymous
Left Bank Jazz	Project Joy	Alcoholics Anonymous
L.O.V.E.	Colts Corral #954	Concerned Vets
D.E.T.E.R.	Project "T"	Epilepsy Assoc. MD Pen Sub-Unit

Jaycees

Volunteers from the community play a vital role in the success of the self-help groups and special activities. Presently there are 48 registered volunteers, most are assigned to individual groups, however, many become involved in the various special activities.

Their activities included: Health Week "86", served inmates Thanksgiving dinner, Christmas caroling, Magic show, performance by a modern dance group, a poetry seminar, an art seminar and two all day musical events. The Volunteer office also coordinated two programs for the "People Are Talking" television show. They focused on the death penalty and a day in the life at prison. Approximately 100 volunteers received awards for their service at the Volunteers Appreciation.

There were three shops in the Maryland Penitentiary at the beginning of the Fiscal Year: Graphics, Television Repair, and Typewriter Repair. The Maryland Penitentiary Sew Shop, which was put into operation during the second half of the Fiscal Year 1986 is still primarily producing a variety of clothing items.

The new school building opened in August of 1986 and was dedicated on September 16, 1986. Because of the additional space provided by the new building, program expansions have full-time day school program, evening school program, special education program, reading lab, outreach program to inmates in special confinement, Coppin State College extension program, College of Notre Dame extension program, summer school enrichment program and library services.

The evening school has developed into an effective academic team with more than 60% of the students passing the GED. Most of the men participating in the evening school program are participating on a volunteer basis.

Where there has been weakness in the college program in the past, this has been turned around by having a full-time College Coordinator assigned by Coppin State College. In addition, the College of Notre Dame of Maryland has continued its effort within the Maryland Penitentiary of offering course, seminars, and workshop to our post secondary student body.

In spite of cut backs in summer school funding, several of the teaching staff from Coppin State College, the College of Notre Dame and the Maryland Penitentiary have offered their services for a 1987 summer school program. The program consists of college courses, seminars, and enrichment workshops, as well as GED instruction. It is available to those men who are classified to college or classified to the evening school GED program.

For the first time in recent history the Maryland Penitentiary school has provided a commencement exercise including nearly seventy (70) graduates from the GED program. Commencement exercises were also provided on the post-secondary level to offer the baccalaureate degrees to seven (7) students.

The Penitentiary library has reopened and stabilized after a difficult period. The collection is being enriched by the availability of special materials through a federal grant.

The Recreational Program is divided into two seasons: Summer and Winter. The summer program is devoted to softball, basketball, and volleyball while football is the only team sport held in the winter. Along with the above listed activities, there is also boxing, handball, weight-training, ping pong, and several table games. Table games consist of checkers, chess and dominoes. Jogging is practiced by many and is considered rather popular with the new influx of inmates. The grand finale of the sports season is culminated by an Annual Sports Banquet. During this event, trophies and certificates are awarded to the champions of each team sport, as well as, individual sports contest winners.

During this period, the Maryland Penitentiary's Health Program was expanded by PHP Healthcare Corporation as compared to the previous twelve month period. PHP doubled their physician and medical surgical nursing hours, and psychiatry hours; proposed, staffed and opened an annex for the Mental Health Unit; developed a unit dosing medication delivery system in pharmacy; and reduced delays in scheduling outpatient hospital services.

Key areas of program development included quality assurance, utilization review, strategic planning and MCCC compliance activity. These areas were initiated with assistance of the Division of Corrections Headquarters Staff, Institutional Officials and Medical Team.

PHP was also able to provide 16 medical specialists on-site for our patients in the region this year, reducing the need to transport patients to off-site clinics.

During the past Fiscal Year, the following major capital projects were completed: demolition of the Wood Shop; perimeter security improvements; construction of a new commissary; a weight lifting room; relocation of recreation in both G-Building and A-Building and the Self Help Meeting Area; demolition of the old dining hall which also housed the old commissary; completed and put into use a new Control Room; established another "yard" area where demolition occurred and planted grass in the areas; renovated and made ready ten (10) cells in the Mental Health Care Unit of the fourth floor of the hospital; and prepared the third floor annex cells for future expansion of confirmed AIDS patients. Current projects include: construction of the 300-cell maximum security facility (BAC), and renovation of kitchen equipment.

MARYLAND PENITENTIARY (MP)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$15,963,415
250	Custodial Care	863,492
350	Dietary Services	938,536
450	Plant Operation and Maintenance	1,030,704
550	Clinical and Hospital Services	1,756,780
650	Classification, Recreation, and Religious Services	2,404,233
	Total Cost	\$22,930,160
	Annual Per Capita Costs	\$ 18,642
	Daily Per Capita Costs	51.08
	Rated Capacity	1,053
	Operation Capacity	1,250
	Average Daily Population	1,213

Staffing Configuration

150	General Administration	35
250	Custodial Care	380
350	Dietary Services	19
450	Plant Operation and Maintenance	20
550	Clinical and Hospital Services	4
650	Classification, Recreation, and Religious Services	36
	Total	494

MARYLAND HOUSE OF CORRECTION (MHC)

Warden: Ralph W. Packard

Assistant Warden: Terrie C. Chavis

The Maryland House of Correction is located in Jessup, situated on 837 acres in both Anne Arundel and Howard Counties. This medium security (C-3) institution was opened in 1878 and contains one of the Division's oldest housing units. Eight prisoners were received in the first month of the institution's opening. Ten years later in 1888 the population had mounted to a total of 325 including both males and females. With various additions and improvements over the years, the institution presently houses approximately 1611 inmates whose average age is 36 years with an average sentence length of 15 years.

The history of the House of Correction includes mining operations; and by 1889, one hundred tons of iron had been mined. As the years went on several industrial projects were conducted by outside contractors including a Wire Shop, Broom Factory, and Shirt and Pants Shop. Federal legislation restricting the sale of prison - made goods resulted in the termination of this Contract System of prison labor. In 1938, the State Use Industries program was inaugurated, and since that time its operations at the House of Correction have expanded to include at one time such varied industrial shop activities as Concrete and Cinder Block Plant, Clothing Shop, Tobacco Shop, Soap Shop, with the last-named not only manufacturing soap products, but also insecticides, disinfectants and waxes. Presently, State Use Industries operates five shops, Inmates received on-the-job and apprenticeship training in the Wood, Mattress, Sign, Tag, and Paint Shops. Managed by Industrial Supervisors, these shops manufacture office furniture, roadway signs, bedding, upholstery frames, vehicle license plates, and paint products.

The main building of the House of Correction is designed with a central structure controlling access to the two principal housing areas, the South and West wings. Each wing has inside cells, four tiers high, each having between forty and forty-nine individual cells. Each cell has roughly forty-nine square feet of floor space. Each of the cells in the wings has (in addition to one bunk) a toilet, sink, shelf and locker. Hot water is available in each cell. Residents are also housed in seven (7) dormitory areas, each having a recreational area. Additionally, inmates are housed in a 112-bed Trailer Unit.

The two (2) principal resident housing areas, the South Wing and West Wing, were opened in 1879 and 1928 respectively. The dormitory areas of H, I, and J Dorms were opened in 1955. The Trailer Unit was opened in May, 1982. Other substantial additions to the physical plant include an Administration Annex in 1958, Industries Compound in 1964, Power Plant in 1970, Gymnasium in 1974, Hospital in 1975, conversion of former Special Confinement Area to dormitory housing in 1980, South East and North East Towers in 1981, Visiting Room in 1982, conversion of

the Administration Building basement to a Regional Pharmacy for the Jessup area in 1982, renovation of C Dormitory in 1983, addition of rest room facilities for female officers in the basement of the Officers Assembly Room in 1983, and the conversion of Old Visiting Room to offices in 1983. Subsequent 1985 and 1986 improvements include upgrade of water and electrical system, installation of sprinklers in the Business School, Shops, Laundry, and Administration building, as well as a secure Hospital entrance building.

A contractual health provider, the PHP Corporation operates the institution's 25 bed licensed health care infirmary. In addition to providing medical and dental care, the infirmary provides on site specialty clinics.

The Classification Department counseling staff continues to provide direct services to inmates. This effort is supported by the clerical and commitment offices. The Classification Department is responsible for providing inmate counseling, participation in classification teams, coordination of Parole Commission and Inmate Grievance Commission Hearings, court appearances, program assignments, job assignments, recommending security changes, institutional transfers, Mutual Agreement Programming, and compassionate leaves. Individual inmate problems are dealt with and information regarding inmate status is provided to requesting agencies such as the courts, attorneys, Parole Commission, Grievance Commission, families, etc. An Addictions Counselor provides needs-assessment screening.

The Psychology Department consisting of three full time Psychologists and two part time consulting Psychiatrists provide crisis intervention as well as individual and group psychotherapy. The full-time staff provides psychological evaluations necessary to classification and management of certain inmates.

The Religious Services Department is staffed by a full-time Protestant Chaplain, a contractual Catholic Chaplain and a part-time Islamic Chaplain. All of the Chaplains provide ministerial services to the total inmate population, the security staff and the administrative staff as requested. These services include counseling, special emergency situations such as deaths, conducting worship services, hospital visitations, administrative segregation visitations, prayer services, concerts, bible classes, seminars, baptisms and marriages.

The Volunteer Activities Coordinator is responsible for the planning and scheduling of volunteer services. The program consists of Professional Volunteers as well as Student Interns. An Annual Recognition Day is held for the volunteers to extend appreciation for their services. The Volunteer office is responsible for special events for the total population such as: Health Fair, Workshops, Seminars and a variety of entertaining shows featuring community involvement. Special activities are also created in recognition of staff.

The Volunteer Activities Coordinator serves as advisor to self-help group development and assists with the overall progress of these groups which total eleven (11) and include: Visual Arts Program, Legal Clinic, Sounds, Sands, Under, Baltimore Stars, Left Bank Jazz, Veterans Organization, Jaycees, Seventh Step, Alcoholic Anonymous and Writer's Club. Each group is assisted by volunteers. The Visual Arts group has created a beautiful mural on the walls that once were drab in the Visiting Room and has participated in many community exhibits. The Writer's Club has received this year's Channel 2 and the Arena Players' Certificate of Recognition (Honorable Mention) for their fifth Annual Drama Competition. They also published a book entitled FOR COLORED GUYS WHO HAVE GONE BEYOND SUICIDE AND FOUND NO RAINBOW. The IOCC (Inmate Organization Cooperative Committee) and the IAC (Inmate Advisory Council) work to bring cooperation and lines of communication between self-help groups and the inmate population with the Administration of this institution.

The recreation/leisure program includes provisions, not just for the skilled team-oriented participant, but also for the participant who is not athletically motivated. Quiet games and movies are an integral part of the program, in addition to activities which allow greater inmate participation. Outside teams are allowed inside the institution to compete with the men in the various sports. Every year during the month of July, Track and Field Meets along with Weightlifting competition are held in the recreation yard for the general population. In FY 87 the Recreation Department along with the Volunteer Activities Coordinator's office organized the First Annual Sports Award Ceremony honoring the men who played a major role in the success of their teams.

Organized active sports include games, tournaments, football, handball, softball, table tennis, track and field, volleyball, weightlifting, dominoes, billiards checkers, yoga, and a weight reduction program.

The Education Department provides Academic, Office Management, and Vocational/Welding programs. Academic programs include basic reading, pre GED, GED and college-level courses through Essex Community College and Morgan State University. The Office Management program is varied offering typing, Business Math, Accounting, Word Processing and Office Procedures. The Education Department also maintains an institutional library.

The Dietary Department continues to operate 24 hours a day every day to feed population and staff. The Dietary employees have been encouraged by progress in repairs and the FY 87, acquisition of much needed equipment.

The Maryland House of Correction Laundry facility provides two very important functions. It teaches the work ethic to inmates to enable them to adapt to society, upon their release while providing essential Laundry Services to State Institutions. These services are provided to University Hospital, Patuxent Institution, Clifton T. Perkins Hospital Center, Waxter Childrens Center, Maryland House of Correction and Maryland Correctional Institution-Jessup, Carter Center and Boys Village. The facility also serves as back up for the Central Laundry and Maryland Penitentiary Laundry and can assist in meeting their contractual obligations in the event of an emergency. The facility has been in operation for more then sixty years and provides work experience for seventy eight (78) inmates. The Laundry processes almost four million pounds of laundry per year. Inmate employees received a base pay plus the work incentive, of bonus pay based on productivity. The facility also provides education and on the job training in equipment maintenance for selected inmate employees.

In order to address sanitation and safety concerns in this large institution, the Fire/Safety Office schedules fire drills in accordance with Maryland Correctional Commission Standards, coordinates inspections by MOSHA and the State Fire Marshall, maintains a pest/rodent control program, and regularly reviews overall sanitation. The Fire/Safety Officer also monitors vehicles in accordance with recommendations of the Governor's State Fleet Safety Committee.

MARYLAND HOUSE OF CORRECTION (MHC)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$ 579,358.54
250	Custodial Care	1,375,618.71
350	Dietary Services	1,148,317.21
450	Plant Operation and Maintenance	2,444,254.41
550	Clinical and Hospital Services	1,850,011.85
650	Classification, Recreation and Religious Services	38,014.67
Total Salaries & Wages		\$15,269,877.15
TOTAL		\$22,705,502.54

Annual Per Capita Cost	14,190.93
Daily Per Capita Cost	38.87

Rated Capacity	1,409
Operating Capacity	1,617
Average Daily Population	1,611

Staffing Configuration

150	General Administration	35
250	Custodial Care	402
350	Dietary Services	18
450	Plant Operation and Maintenance	24
550	Clinical and Hospital Services	4
650	Classification, Recreation and Religious Services	42
TOTAL		525

MARYLAND CORRECTIONAL INSTITUTION-JESSUP (MCI-J)

Warden: James N. Rollins

Assistant Warden: Eugene M. Nuth

The Maryland Correctional Institution-Jessup has now been in continuous operation since April, 1981. Originally intended as an annex to the Maryland House of Correction, the institution has been a separate facility since 1983. The rated capacity of this institution is 513 inmates with a current operating capacity of 896 inmates.

The housing areas of the institution consist of eight separate outdoor units, each with 64 double cells arranged with 32 cells per pod.

The mission of the Maryland Correctional Institution-Jessup remains to provide a wide range of educational, vocational, addictions, social work and mental health services and programs. The institutional school recognized nationally with an Exemplary Prison Literacy Program, consists of an academic program from basic education to an Associate of Arts Degree offered by Essex Community College. The vocational program experienced a change during FY 87 with the conversion of the Motorcycle Shop into a Graphic Arts Shop linked with the State Use Industries Graphic Arts program at the institution.

During FY 87, there were 54 graduates from the GED program and 7 graduates received A.A. Degrees from Essex Community College. The vocational programs saw 32 graduates from the Automotive Repair Shop, 47 Service Station Attendant graduates, 28 Heating and Air Conditioning Repair Shop graduates and 6 Motorcycle Repair Shop graduates.

FY 87 saw the addition of a Long Term Mental Health Care Unit to the already existing Regional Mental Health Unit. During FY 87, a total of 206 inmates were admitted to the Mental Health Units with a total of 175 inmates discharged returning to the Maryland Correctional Institution or the parent institution. Mental Health and Medical Services are currently being provided by PHP Inc. under a contractual basis.

The Classification Department during FY 87 remained actively involved in the Multi-Disciplinary Counseling Program. Along with the allied disciplines of Social-Work, Education and Custody, over 33% of the total population have individualized treatment programs.

The Junction Bridge Program during FY 87 continues to run two simultaneous ten week sessions twice a week, with a total of 227 graduates during the fiscal year.

The Social Work Program continues to provide services to the inmate population including those inmates on Mental Health and on disciplinary segregation.

There were major physical plant changes to the Maryland Correctional Institution during FY 87. The most significant change occurred with the upgrading of the perimeter security at the institution. This construction project included the erection of additional perimeter fencing, the inclusion of additional lighting, and the construction of four perimeter.

MARYLAND CORRECTIONAL INSTITUTION-JESSUP (MCI-J)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$ 999,663
250	Custodial Care	8,379,036
350	Dietary Services	1,100,616
450	Plant Operation and Maintenance	1,109,521
550	Clinical and Hospital Services	1,162,206
650	Classification, Recreation and Religious Services	890,679
	TOTAL	\$13,641,721

Annual Per Capita Cost	13,977.00
Daily Per Capita Cost	38.29

Rated Capacity	512
Operating Capacity	976
Average Daily Population	973

Staffing Configuration

150	General Administration	25
250	Custodial Care	257
350	Dietary Services	15
450	Plant Operation and Maintenance	10
550	Clinical and Hospital Services	2
650	Classification, Recreation and Religious Services	29
	TOTAL	338

MARYLAND CORRECTIONAL INSTITUTION-HAGERSTOWN (MCI-II)

Warden: John N. Brown

Assistant Warden: Lloyd L. Waters

The Maryland Correctional Institution-Hagerstown is the oldest of the three prisons built on approximately 880 acres just south of Hagerstown, Maryland. Construction of this facility was begun in April 1932. After some funding problems, the institution was finally completed in 1942. Some of the finest stone masons of Washington County utilized inmate labor to set the cut stone which was mined from a local quarry.

A closer examination of the Maryland Correctional Institution-Hagerstown reveals that the main building is simply divided into several basic areas. Administrative offices are located in the front area. The original inmate living quarters are located on the north side and south side of the institution. These two areas are separated by an outdoor recreation yard. The north side contains four, two-story wings (A, B, C, D tiers) with eighty cells per wing, while the south side is similarly constructed (E, F, G, H tiers). The second level of E wing is utilized by the Classification Department eliminating this area for housing.

Initially, all inmates were housed either on the north side or south side of the institution. Due to the overcrowded conditions which plagues Maryland's prison system, it was necessary in August 1980 to add a 128 bed (North Dorm) unit. As the inmate population continued to rise, the eight annexes (four on each side of the institution) were opened with a total capacity of 320 inmates (8 annexes x 40 inmates). In October 1983, the continuing influx of inmates necessitated the construction of the Western Program Development Center (WPDC). Three pre-engineered buildings presently houses approximately 420 inmates.

The rated capacity for the Maryland Correctional Institution-Hagerstown is 1,168. The inmate population on June 30, 1987, the last day of the fiscal year, was 1,756. Of these 1,756 inmates, some 876 inmates were housed in a dormitory environment.

A typical inmate profile of this facility indicates that approximately 75% of the population is black, while some 24% of the inmates are white. The average inmate age is 30.2 years with an average sentence of 198.3 months (16 years). It is interesting to note that the average sentence has increased from 171 months in 1983 to the present average of 198.3 months. The average length of stay for the inmate housed at this facility is 46.7 months.

Even though there have been some fundamental problems during Fiscal Year 1987, some improvements and progress have been made at the Maryland Correctional Institution-Hagerstown. A summary of departmental activities is provided to the reader to expound on the programs which are available to the inmates at our facility.

The Psychology Department at the Maryland Correctional Institution-Hagerstown has continued to develop the programs which were initiated during Fiscal Year 1985 - 1986. In particular, the Special Management Unit (SMU) program at MCI-H has been both a major focus of psychology efforts and a significantly beneficial program for MCI-H inmates. This program is a multi-disciplinary program that involves inmates who are mentally disordered.

The major form of treatment by the Psychology Department of inmates in this program is the use of group therapy techniques. In addition to the therapy offered to inmates in the SMU described above, the Psychology Department continues to maintain an active schedule of individual therapy appointments both for inmates on disciplinary segregation and not in the SMU and also for inmates in the MCI-H general population. In the area of Classification, the staff was directly responsible for a six percent increase in the number of multi-institutional parameters (MAP) set and the facility exceeded the MAP activity goal for the year. The basic foundation was also established for the initiation of the "objective classification" system in Fiscal Year 1988.

Fiscal Year 1987 saw the educational programs at the Maryland Correctional Institution-Hagerstown experience an expansion in delivery of services to inmate residents. Continued development of the Maryland Adult Performance Program (MAPP) at the basic level allowed MCI-H to be in the forefront of competency based adult education. Mandatory schooling continued to be successful with 96 students completing requirements and remaining in school. Services to special populations continued with an increased enrollment of 21 percent over last year. A total of 25 students in this special population received certificates with ten basic, eleven eighth grade and four GED certificates being awarded. Chapter I services increased by 73 percent in its average daily attendance over the previous reporting year. The increase, in large part, resulted from the cooperation of the Classification Department by placing all under 21 residents-entering MCI-H into the school program at first classification.

The vocational program cooperated with the Maryland State Department of Education's Pro-Active Review team to determine the strengths and weaknesses of each shop.

The library reopened for services to patrons on December 8, 1986. For this year, the library expanded its activities and has offered several special programs for the residents of MCI-H. Examples of these programs that were held are as follows; black history, Tel Med (health) and a read-thon.

Religious services at the Maryland Correctional Institution-Hagerstown are provided for the Catholic, Muslim and Protestant faith. Clergy members also handle the emergency needs of inmates housed at this facility, to include; compassionate leaves, family

illnesses, marital counseling, etc. The Volunteer Activities Program provides services at the institution utilizing the participants, community and government sponsored organizations and agencies and institution staff persons. They offer programs of many varieties including religious, entertainment, health, cultural, recreational, educational and inmate self-help groups. There are currently approximately fifty registered volunteers who, along with other special event or program guests, have contributed over 3,000 service hours.

There are six self-help groups in the institution for which volunteer participation is essential. They are: C.A.P Jaycees, Alcoholics Anonymous, WPDC Alcoholics Anonymous, Lifestyle, Narcotics Anonymous and WPDC Narcotics Anonymous. These groups operate under the same principles and guidelines as the parent organizations on the street and meet weekly with an average attendance ranging from 30 to 80 inmates.

The recreation program has continued to provide adequate recreation for over 1,750 inmates at this facility; including volleyball, basketball, softball, football, ping pong, chess, pool, checkers, handball and scrabble.

In January 1987, a modified In-Service training program was initiated and it was anticipated all employees assigned to MCI-H would complete the mandated training program.

In addition to the In-Service Program, all staff were trained in February 1987, to the MOSHA Toxic and Hazardous Chemical guidelines. The non-custody staff were offered courses in Conflict Management, Stress Reduction, Social/Cultural Relations and other courses in June 1987.

The State Use Industry program is an integral part of the Maryland Correctional Institution-Hagerstown. There are three shops under the State Use Industry umbrella: The Upholstery Shop, Brush and Carton Shop, and two Metal Shops. The Upholstery Shop was honored at the annual State Use Industry business for the largest in sales in the United States.

In Fiscal Year 1987, one of the most rewarding achievements for the institution was the fact there were no major disturbances, escapes or homicides. This statistic represents a continuous effort by all staff toward proper security and treatment of inmates even though the institution was overcrowded.

MARYLAND CORRECTIONAL INSTITUTION-HAGERSTOWN (MCI-II)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$17,327,051
250	Custodial Care	1,332,065
350	Dietary Services	1,130,035
450	Plant Operation and Maintenance	1,510,566
550	Clinical and Hospital Services	1,223,489
650	Classification, Recreation, and Religious Services	2,118

TOTAL \$22,525,324

Salaries for all programs are included in Object Code 150 (General Administration).

Annual Per Capita Costs	\$ 12,769.00
Daily Per Capita Costs	34.98
Daily Per Capita Food Costs	1.39

Rated Capacity	1,168*
Operation Capacity	1,825
Average Daily Population	1,213

Staffing Configuration

150	General Administration	31
250	Custodial Care	416
350	Dietary Services	25
450	Plant Operation and Maintenance	19
550	Clinical and Hospital Services	7
650	Classification, Recreation, and Religious Services	43

TOTAL 541

*Actual Rated Capacity is 748. Present Rated Capacity includes 420 inmates temporarily housed at Western Program Development Center.

MARYLAND CORRECTIONAL TRAINING CENTER (MCTC)

Warden: John Conte

Assistant Warden: Joseph Sacchet

The Maryland Correctional Training Center is a medium security facility with a rated capacity of 1,617. The population as of the beginning of the Fiscal Year was 2,509 with an ending population of 2,493.

The facility stands within a double fenced enclosure comprising 39 acres and 12 separate physical structures. Contiguous to the Training Center and part of its operational domain is the Harold E. Donnell Building which currently houses 150 medium security inmates. This facility has a rated capacity of 75. The Emergency Housing Unit, which is also under the auspices of the Maryland Correctional Training Center and within the same double fenced perimeter as the Harold E. Donnell Building, has a rated capacity of 128 inmates; and houses 158 inmates.

Six housing units comprise the primary housing areas of the Maryland Correctional Training Center. They are rated as follows:

During the past Fiscal Year, the Classification Department has been screening and reviewing inmates for transfer to the Eastern Correctional Institution. The opening of this facility, which is scheduled for the early part of Fiscal Year 1988, should reduce the population of this facility and presents the possibility of single celling the majority of the housing areas.

The Psychology Department performed psychological evaluations, inmate interviews, individual treatment and group treatment.

During Fiscal Year 1987 several changes have occurred in the physical plant. These changes increased the security and provided additional support in the operation of this facility. The most significant security improvement in the Segregation Unit consisted of modification of the cell doors by creating slots to allow passage of food trays in addition to developing a property control procedure in this unit. The exterior security lighting and exterior guard shacks were also upgraded. The armory was moved from the Control Center to the basement of the Administration Building and the Tactical Squad was provided with an area in which to store equipment and provide easier access. The most significant physical alteration was the upgrading of the Fire Alarm System. A metal detector was installed at the entrance of the Vocational Shop area.

Programmatic, and administrative, changes include the:

- . initiation of academic programs and group counselling for segregation inmates.
- . expansion of commissary services.
- . establishment of a TEL-MED program in conjunction with the library services.
- . replacement of the drafting classes with graphic arts programming.
- . opening of an SUI furniture assembly shop in the old food warehouse.
- . modification of group segregation exercise to individual inmates.
- . transfer of the barber shop to the vocational building.
- . institution of evening school classes and mandatory education requirement.
- . acceptance by the Education Department of the National Literacy Award - one of ten issued of 600 participants.
- . initiation of random searches of employee packages.
- . transfer of the meat cutting operation from SUI to MCTC.

MARYLAND CORRECTIONAL TRAINING CENTER (MCTC)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$16,243,557
250	Custodial Care	1,840,849
350	Dietary Services	1,545,049
450	Plant Operation and Maintenance	1,049,536
550	Clinical and Hospital Services	1,719,404
650	Classification, Recreation, and Religious Services	34,191

TOTAL	\$22,432,586
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Annual Per Capita Costs	\$ 8,933.72
Daily Per Capita Costs	24.47

Rated Capacity	1,617
Operation Capacity	2,498
Average Daily Population	2,475

Staffing Configuration

150	General Administration	29
250	Custodial Care	394
350	Dietary Services	30
450	Plant Operation and Maintenance	16
550	Clinical and Hospital Services	2
650	Classification, Recreation, and Religious Services	43

TOTAL	514
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ROXBURY CORRECTIONAL INSTITUTION (RCI)

Warden: Jon P. Galley

Assistant Warden: Mason W. Waters

Roxbury Correctional Institution is a medium-security with inmate custody levels 3 and 4 institution located in Washington County, Maryland. Security measures include sound/microwave system, seven (7) security towers along the perimeter and security cameras throughout the compound. The interior compound contains four (4) Housing Units, a Chapel, Education Building, Gymnasium and an Administration Building. Of the four (4) Housing Units, one (1) is designated for Special Management of inmates: handicapped, mentally ill, Protective Custody and Disciplinary Segregation. The Chapel houses the Social Work Department, Addictions Counselor and religious activities.

The Institution utilizes the Unit Management concept in which custody and non-custody staff work as a team to provide classification and program services to the inmate. The Unit Management concept along with the Multi-disciplinary process has made significant progress toward streamlining the delivery of services. Through team interaction of custody and program staff, access to resources has been increased.

The Classification Department is responsible for the assignment, review of status, transfer recommendations, program planning and caseload management of all inmates assigned to this institution. Classification has made significant use of the Multi-Disciplinary Process in the delivery of services to eligible inmates. The advantages of this process is in the stability and efficiency of services to the inmates. A benefit has been in the improved inmate morale resulting from the certainty that the program gives. This department plans to develop and expand the MDP to include Objective Classification.

The Psychology Department provides psychological services to inmates in need of same. The number of inmates requiring psychological services continues to be one of the major concerns for service delivery. Institutional psychologists maintain close contact with the Mental Health Unit operating at RCI under private contract to serve all three institutions in the Complex. Institutional psychologists deliver services to inmates on a special management status, mental health tier, crisis intervention and liaison with contract care staff.

The delivery of religious services are coordinated and directed by a staff chaplain. Religious services include the use and direction of volunteers, weekly worship services, pastoral and lay counseling, and special programs of a religious nature.

The Recreation staff maintains a comprehensive program in sports, recreation and leisure activities along with the care of equipment, building and exterior support areas. Sport activities include intramural and extramural competition and special interest classes and clubs. Participation ranges from volleyball, soccer, basketball, track to body building, jogging, chess, music and pinochle.

The Volunteer Activities department expanded the internship program during the past year. Interns from area colleges assisted staff in clerical, custody, classification and paralegal services while receiving specific on-the-job training. A notable benefit is the development of a series of resource manuals for staff use covering inmate rights.

Expansion of programs in Special Education, the basic reading program, the vocational program and public relations activities enhanced the Education Department during Fiscal Year 1987. A special education teacher and a certified reading specialist initiated programs to address the needs of inmates with learning problems. Lastly, the Education Department has vigorously pursued a public relations campaign to highlight positive aspects of the department through graduation ceremonies, feature newspaper articles and tours of RCI's educational facility.

Social Work offered Pre-crisis and Post-crisis groups to general population inmates during the last fiscal year. Special emphasis was given to inmates exhibiting dysfunctional behavior patterns or who are in a crisis state. Group instruction included: social skills, self-esteem, identity, coping skills, stress management, developing effective support structures and life planning. Community Resource Identification Counseling was offered to Mental Health Unit inmates, being released to the street in thirty (30) days or less. Social Work projects an expansion of the internship program initiated during the past year.

RCI received its second Maryland Commission on Correctional Standards audit. For the second time, a rating of 100% compliance was given to the institution.

ROXBURY CORRECTIONAL INSTITUTION (RCI)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$11,286,469
250	Custodial Care	1,020,134
350	Dietary Services	787,217
450	Plant Operation and Maintenance	682,059
550	Clinical and Hospital Services	895,026
650	Classification, Recreation, and Religious Services	11,277
	TOTAL	\$14,682,182

Annual Per Capita Costs \$ 11,506
Daily Per Capita Costs 31.52

Rated Capacity 720
Operation Capacity 1,289
Average Daily Population 1,240

Staffing Configuration

150	General Administration	26
250	Custodial Care	278
350	Dietary Services	20
450	Plant Operation and Maintenance	12
550	Clinical and Hospital Services	0
650	Classification, Recreation, and Religious Services	34
	TOTAL	370

Non-budgeted Staff	
Department of Education	39
Drug Stabilization	8
PHP Medical	73*
	TOTAL
	120

* (Includes total staff who are rotated among RCI, MCI-H and MCTC.)

EASTERN CORRECTIONAL INSTITUTION (ECI)

Warden: Wayne B. Winebrenner

Assistant Warden: Dale W. Jamison

On June 6, 1983, the State of Maryland purchased approximately 620 acres, located 5 miles south of Princess Anne in Somerset County, for the site of a 1440 bed medium security facility. Construction of this facility began in April 1984, and the projected completion date is set for July 1987.

The facility, Eastern Correctional Institution, is the tenth institution being constructed for the Division of Correction by the Department of General Services. It is the first institution to be constructed in a new area since the Maryland Correctional Institution-Hagerstown which was constructed in 1932. Upon its completion, it will house 1,872 inmates and will employ a total of 700 staff.

The institution is a campus style institution which consists of two Compounds, East and West. An Assistant Warden is to be located in each Compound and is responsible for operations of their respective Compound and will have a duplication of staff. Programming will include vocational and academic programs by the Maryland State Department of Education. The East Compound Support Building houses the Mental Health Unit and Infirmary while the West Compound Support Building houses the Dispensary, Inmate Receiving, and Transportation Unit. The East Compound is scheduled to open in August 1987, and the West Compound is scheduled to open in January 1988.

The Housing Units are pre-cast concrete, and there will be three general population units and one segregation unit in each Compound. The general population Housing Units are two story and consist of 192 cells. The Segregation Units are also two story and consist of 144 cells.

Located outside the secured perimeter is the Central Kitchen, Maintenance Building, and Administration Building. The Maintenance Building houses the maintenance staff, and the Administration Building houses the Warden's Office, Personnel Office, Payroll, Fiscal Accounting Department as well as the Maryland State Police-Princess Anne Detachment.

Throughout FY 87, each department at Eastern Correctional Institution played a vital role in setting up the institution. The Personnel Office had the task of interviewing and hiring for 520 budgeted positions. The hiring of 185 Correctional Officers and 111 Support staff, which is inclusive of administrative, professional, technical, dietary, maintenance, and clerical personnel, took place.

The Maintenance Department began writing purchasing specifications for shop equipment, tools, spare parts, and supplies and attended progress meetings and inspected and

followed the daily construction of the facility. The Energy Plant, which will be operating off of wood chips and will be producing the electric power and heat for this institution and the Somerset County Detention Center, has been monitored daily.

The Classification Department set up plans to implement a multi-disciplinary approach in that representatives from classification, custody, social work department, psychology department, education/vocation, etc., would encourage inmates to participate in programs beneficial to them upon their release.

The Social Work Department worked on the establishment of ongoing treatment services for the addicted population. Institutional Addictions Specialists have been appointed. The Social Work Staff has been appointed and have completed "Decisions Training", Academy Training, and Field Placement at Maryland Correctional Training Center from 3 to 5 weeks each.

The Recreation and Leisure Studies Department is set up to provide a wide variety of competitive intramural sports and table games. Clubs and classes will also be available.

The Food Service Department started feeding the Somerset County Detention Center in March with ECI staff transporting the food from Poplar Hill Pre-Release Unit. The Central Kitchen was not completed in FY 87, therefore, no official cooking was done.

Training conducted at this facility consisted of three Correctional Entrance Level Training Programs. This training produced 104 Correctional Officer graduates, and a total of 34 non-uniformed personnel. Additionally, a total of 23 officers/staff attended in-service training. All Correctional Officers were trained and qualified on Eastern Correctional Institution's newly constructed rifle range.

The Fiscal Department executed critical purchase orders to procure equipment and supplies. They also custom designed individual training programs to instruct personnel.

EASTERN CORRECTIONAL INSTITUTION (ECI)

Breakdown of Operating Costs for Fiscal Year 1987

150	General Administration	\$	462,508
250	Custodial Care		2,086,513
350	Dietary Services		504,099
450	Plant Operation and Maintenance		1,064,902
550	Clinical and Hospital Services		0
650	Classification, Recreation, and Religious Services		351,811
	TOTAL	\$	4,469,833

Annual Per Capita Costs	\$	0
Daily Per Capita Costs		0
Rated Capacity		1,440
Operating Capacity		0
Average Daily Population		0

Staffing Configuration

150	General Administration	30
250	Custodial Care	185
350	Dietary Services	27
450	Plant Operation and Maintenance	15
550	Clinical and Hospital Services	0
650	Classification, Recreation, and Religious Services	39
	TOTAL	296

MARYLAND CORRECTIONAL PRE-RELEASE SYSTEM (MCPRS)

Warden: John P. Wilt

Assistant Warden: Leslie H. Dorsey
William Filbert, Jr.

The Division of Correction operates pre-release units in various areas of the State of Maryland. Pre-Release Headquarters is located in Jessup, Anne Arundel County, Maryland. The system houses inmates of three security levels: medium, minimum, and pre-release.

The Maryland Correctional Pre-Release System began in the 1950's and was then known as the Road Camps. In the 1960's, with the construction of modern units, the name was changed to the Maryland Correctional Pre-Release System.

The Maryland Correctional Pre-Release System is the point from which most inmates are released for re-entry into the community. Thus, most programs and services are intended to prepare the inmate for return to society. These programs emphasize job readiness training, work crews, work experiences, and actual work release.

The warden of the MCPRS has administrative responsibility for the operation of each State pre-release unit, and is also responsible for those State inmates housed under contractual arrangement at non-State facilities. The Maryland Correctional Pre-Release System consists of the following:

- Pre-Release System Administration Building
Jessup, Anne Arundel County
Staff: 51
- Baltimore City Correctional Center
901 Greenmount Avenue, Baltimore, City 21202
Staff: 111
Average Daily Residential Population: 368
- Baltimore Pre-Release Unit
926 Greenmount Avenue, Baltimore, City 21202
Staff: 50
Average Daily Residential Population: 185
- Brockbridge Correctional Facility
Jessup, Anne Arundel County
Staff: 214
Average Daily Residential Population: 540

- Central Laundry Facility
Sykesville, Carroll County
- Staff: 59
- Average Daily Residential Population: 191

- Eastern Pre-Release Unit
Church Hill, Queen Anne's County
- Staff: 40
- Average Daily Residential Population: 108

- Jessup Pre-Release Unit
Jessup, Anne Arundel County
- Staff: 79
- Average Daily Residential Population: 275

- Poplar Hill Pre-Release Unit
Quantico, Wicomico County
- Staff: 41
- Average Daily Residential Population: 109

- Pre-Release Unit for Women
4500 Park Heights Avenue, Baltimore, City 21215
- Staff: 12
- Average Daily Residential Population: 27

- Southern Maryland Pre-Release Unit
Charlotte Hall, Charles County
- Staff: 36
- Average Daily Residential Population: 122

PRIVATE AND/OR CONTRACTUAL FACILITIES

- Cecil County CARC
Elkton, Cecil County
Capacity: 30

- Dismas House-West
101 South Mount St., Baltimore, City 21223
Average Daily Residential Population: 44

- Dismas House-East
1415 North Caroline St., Baltimore, City 21223
Average Daily Residential Population: 43

- Montgomery County Pre-Release Unit
Rockville, Montgomery County
Average Daily Residential Population: 3

- Threshold, Incorporated
1702 St. Paul St., Baltimore, City 21202
Average Daily Residential Population: 28

Baltimore City Correctional Center

Unit Manager: George Redd, Jr

The Baltimore City Correctional Center consists of a main building, comprised of the administrative offices, and two main housing units; the north and south wings. Initial design called for 256 single cells; however, that figure was changed amid construction, requiring that the entire south wing become double occupancy. On March 13, 1986, an additional 25 beds were installed in the north wing. Within both housing units, there are 2 main floors, consisting of 2 tiers each, with the housing units identified by the letters "A" through "D". There are 16 cells per tier, of which there are 4 tiers per housing unit.

The primary entrance and exit, leading to and from the tiers, are through the officers' station which is surrounded by 3 electrically operated doors, controlled by the officer. Bathrooms are located on both sides of the officers' station, equipped with 2 washers and dryers. A day and television room are located in each housing unit. Emergency exits leading into the yards are located at the extreme end of each tier. A counselors' office is situated in a separate room within the officers' station.

The dining area seats 140 inmates. The staff area accommodates 24 individuals. All meals are prepared on site.

The gymnasium is standard size. The recreation yard is located in the south yard. Other areas of the building consist of a boardroom, medical office, maintenance, supply, commissary, 3 classrooms, library and visiting room.

The Baltimore City Correctional Center offers a number of programs and services to prepare the inmate for lesser security and/or release.

There are four classification counselors who provide counseling for the inmates regarding problems that develop having an effect on their overall institutional adjustment and/or parole readiness. One counselor is assigned to each pod. The average number of inmates per counselor is 96.

The education program offers services to inmates in special education, basic, pre-GED and GED. The staff currently consists of two full-time correctional teachers.

Therapy programs are provided in the form of self-help groups (i.e., NA and AA) and the Social Work Program which consists of three components. They are the Adjustment/Recycling Groups designed for Junction Bridge failures, Transition Groups designed for new arrivals at BCCC and the Re-Entry Groups, designed for inmates scheduled for release from BCCC. In addition, the Social Worker has developed quarterly seminars for the general population consisting of representatives from various programs in

the community. This was developed to fulfill the inmates need to be familiar with the various resources in the community.

The facility has developed a working relationship with CARE (Cooperative Assistance and Resources for Employment-Manpower Resource) to provide workshops for inmates prior to their release date to familiarize them with employment opportunities.

Baltimore Pre-Release Unit

Unit Manager: Marsha Maloff

The Baltimore Pre-Release Unit is located on Greenmount Avenue and Eager Street in Baltimore City. The housing units within the facility consist of dormitories and individual rooms. The facility has a large visiting area, a recreation area, and two television viewing rooms. The vast majority of inmates at this unit are on active work release. The remainder are on supportive services or are looking for work release jobs.

BPRU offers a wide range of programming. Inmates may take advantage of educational programs from special education to pre-GED. Substance abuse programming is provided by Junction Bridge as well as several community based treatment programs. The unit also offers employment readiness training, recreational activities, Narcotics Anonymous, Alcoholics Anonymous and outreach ministries.

The Baltimore Pre-Release Unit came into existence in April, 1981, when the Community Vocational Rehabilitation and Correctional Center (CVRRCC) merged with the Greenmount Avenue Pre-Release Unit (GAPRU).

The mission is to provide appropriate transitional programming for the inmate population at BPRU. It is hoped that this will enhance the inmates' chances for successful reintegration into the community. In-house services and programs include: individual counseling, AIDS education, substance abuse therapy, employment readiness and work release assistance, recreational activities, and educational services.

The educational staff is available to assist inmates with their academic needs. Special education, basic, advanced, and pre-GED programs are available. Volunteer and community based programs such as Alcoholics Anonymous, Narcotics Anonymous, and outreach ministries provide adjunct self-help therapeutic activities.

Programming is monitored and supervised by competent, qualified and well-trained professional career personnel. All of the staff are committed to providing a healthy, safe and secure environment for offenders during the community reassimilation process.

Brockbridge Correctional Facility

Asst. Warden: Kathleen Green

Constructed in 1966 as a minimum security facility, the Brockbridge Correctional Facility was then the Correctional Camp Center. With the development of the Maryland Correctional Pre-Release System (MCPRS), this facility was renovated for security improvements and was upgraded to medium security. It serves as the reception center for, and the hub to, the MCPRS. Inmates are housed here pending transfer to one of the lower-security units or return to medium security maintaining institutions.

A second function of the Brockbridge Correctional Facility (BCF) is as the discipline hearing facility for the MCPRS. Inmates are housed here while the disciplinary process is taking place. Inmates are then transferred to an appropriate facility as determined by disciplinary hearing and classification procedures. The BCF also serves as the segregation unit for the MCPRS.

Since it is a medium security facility, neither work release nor work crews operate out of the BCF. The average daily residential population is 550 inmates.

A variety of recreational, religious, and social activities are provided to the inmate population at the BCF including but not limited to individual and group athletic competition, weekly religious services, the Jaycees and the Inmate Advisory Council.

Educational programs from individual special education tutoring through G.E.D. classes are available. Two semesters of college courses are also available through coordination with the Community College of Baltimore. Library services are also provided to all inmates at the BCF.

The Brockbridge Correctional Facility also provides psychological services to the MCPRS. These services include standard testing, group and individual counseling and crises intervention counseling.

Treatment programs provided at the BCF include Junction Bridge (a substance abuser rehabilitation program) and an ongoing Alcoholics Anonymous group. The Short-Term Offender Program providing substance abuse rehabilitation to inmates with sentences of two years or less was initiated on February 25, 1987, with 111 inmates completing the program as of June 30, 1987.

Inmates are provided with work experience through institutional assignments in the areas of sanitation, dietary, and a variety of clerical duties.

Central Laundry Pre-Release Unit (Act.) Unit Manager: John Stevens

The Central Laundry Pre-Release Unit, located near Sykesville in Carroll County, is a minimum security unit that has a rated capacity of 192 male offenders. This facility serves two main functions. The laundry operation provides laundry services for institutions under the Department of Health and Mental Hygiene, such as Springfield Hospital Center, Spring Grove Hospital Center and Rosewood Center. In addition, services are provided to the Maryland Correctional Pre-Release System, Maryland Reception, Diagnostic and Classification Center and back-up service is provided for the other Correctional Laundry Operations (Maryland House of Correction, Maryland Correctional Institution Hagerstown, and Maryland Penitentiary). Services are provided on an as-needed basis to other customers such as the Baltimore City Jail and Maryland Schools for the Deaf.

The facility also provides details to the State Highway Administration in Carroll and Frederick counties and a four man detail to the Maryland Police and Correctional Training Commissions Woodstock training site. A single inmate is furnished to the Maryland State Police Barrack in Westminster.

Central Laundry provides, in addition to the work experiences, Substance Abuse Counseling Programs. These programs are administered by the Maryland Drug Abuse Administration, through a grant to Junction Bridge, Inc. and consist of a ten week program cycle and a twenty-four week program cycle. The longer twenty-four week program is geared more toward the hard core substance abuser.

Other programs are available to the inmate population and include Alcoholics Anonymous, Narcotics Anonymous, a full recreation program, part-time school and college programs and part-time Chaplaincy services.

Eastern Pre-Release Unit

Unit Manager: Earl Runde

Eastern Pre-Release Unit was opened in 1964. It is a one story brick structure situated on eighty acres in a rural setting in Queen Anne's County. In October, 1981, the new multi-purpose building was completed adjacent to the Housing Unit. The facility has a present capacity of 140. All inmates are classified Pre-Release Status and are housed in open-style dormitories.

Employment Readiness, Work Release, Release Readiness, Religious Counseling, Substance Abuse, Recreation and various educational programs are available to residents. There are presently four (4) Operational Outside Details; State Police (2), State House, and State Highway. Both inmate work crew and inmates on work release leave the unit daily to work in the surrounding area.

Again, like the other Pre-Release Units, the Eastern Pre-Release Unit is heavily dependent upon outside resources to provide certain programs and services to the inmate residents.

Jessup Pre-Release Unit

Unit Manager: Patrick Conroy

Jessup Pre-Release Unit is a facility within the Maryland Correctional Pre-Release System of the Division of Correction located in Anne Arundel County.

The average daily resident population is approximately 277 inmates. The unit's maximum capacity is 280 inmates. Most residents are between the ages of 26 to 35 with the average age being 31. Of the 277 inmates, approximately seventy percent (70%) are minimum security status with the remainder (30%) in pre-release custody status.

The Jessup Pre-Release Unit houses inmates transferred from other state facilities who have been approved for minimum or pre-release custody supervision. The unit has various ongoing programs such as work release, educational, family leaves, substance abuse, recreation and religious programs. In addition, work details provide services in various areas throughout the state in conjunction with other state agencies.

Poplar Hill Pre-Release Unit

Unit Manager: George Kaloroumakis

The Poplar Hill Pre-Release Unit, located in Wicomico County, was established in 1950 as a "Road Camp" and is one of the oldest units in the system. The original physical plant was constructed in 1960. The Administration/Multi-Purpose Building was built in 1983. By decree of the Maryland Board of Public Works, this Administration Building was dedicated in honor of Major Arthur Joseph O'Neill, one of the unit's former managers.

In 1984, a 225-year-old house situated on this 40+ acre tract was renovated to accommodate the Educational Program. Renovation of this house, registered with the Historical Society, was completed, in part, by inmates participating in a Vocational Training Program that taught basic carpentry skills. Other training programs, available through Somerset County Vo-Tech classes include food service, automobile mechanics and masonry. Skills learned in these programs often enable an inmate to gain employment in the community as a participant of the Work Release Program. This work program places men in jobs throughout the three counties on the Lower Eastern Shore.

Division-sponsored alcohol and drug therapy are provided three times weekly; both day and evening sessions are available. Educational classes and religious meetings are held daily. The educational services include special education, basic education, 8th grade and High School Equivalency classes. Also, an

Employment Readiness Program is conducted to prepare residents for the responsibilities they will meet in the working world. The recreational program offers movies, ceramic classes, weightlifting and sports teams such as basketball and softball that compete in local leagues. Inmate work crews provide services contractually for other State and local agencies. These types of programs help contain government costs and provide useful services to the community.

Pre-Release Unit for Women

Unit Manager: Barbara Shaw

The Pre-Release Unit for Women was established in July, 1975. It is the only pre-release facility for women in the State of Maryland. The unit is housed in the St. Ambrose Convent in Baltimore, Maryland. The unit has double room occupancy and can accommodate 32 inmates. The facility receives women from the Maryland Correctional Institution for Women and the Federal Prison System.

The center is community oriented and seeks to integrate residents into acceptable patterns of community life. The unit offers a wide range of treatment programs. The fundamental goal is to assist the inmate in dealing with those areas that played a major influence in her criminal behavior. Programs offered included MAP, work release, family leave, alcohol, drug and pathological gambling counseling, psychological and psychiatric therapy. In addition, it provides educational, cultural, recreational, social and self-awareness, employment readiness and skills programs.

As a part of the community, the women housed at PRUW provide volunteer services to the St. Ambrose Church Food Pantry, St. Ambrose Elementary School, and the Nursing Homes in the Park Heights area of Baltimore. A major program component at PRUW is the exchange of visits between PRUW and area high schools.

The Community Involvement Board plays a very active role in helping to keep PRUW on the move.

The current staff numbers twelve, including one contractual Dietary Technician. Two part-time senior aides provide clerical and recreational services to PRUW.

Southern Maryland Pre-Release Unit

Unit Manager: Raymond Grimes

The Southern Maryland Pre-Release Unit is located in a rural setting in Charles County. The unit is on 112.7 acres of land and has a capacity to house 140 inmates. SMPRU has 37 full-time employees and 2 part-time employees (one part-time contractual medical employee and one part-time Chaplain). Approximately 50% of the inmates have work release jobs. Prior to meeting work release eligibility, the inmates either work institutional jobs or are on one of the outside work details. The outside work

details include Charles, St. Mary's and Calvert Counties; Waldorf and Forestville State Police Barracks; Natural Resources Police; and Charles County Public Works.

The inmates are encouraged to participate in the various treatment programs available at the unit. These include Junction Bridge, Walden Counseling Center and the Drug and Alcohol Education Group. Also available are the educational and vocational programs such as GED, Basic Education and Employment Readiness. Those inmates approved for family leave are allowed to visit their families on selected weekends. SMPRU also encourages inmate participation in volunteer and self-help groups such as Alcoholics Anonymous, Jaycees, religious services and recreational activities.

WORK CREWS

The Annotated Code of Maryland provides that Minimum Security inmates can be assigned to work on local government projects. The Division of Correction is reimbursed for the costs incurred in providing such crews.

On July 6, 1982, the Work Crew concept became a reality when 6 crews (6-8 inmates per crew) started working for the Department of Transportation, State Highway Administration, at various locations throughout the State of Maryland. At the end of fiscal year 1987, a monthly average of 58 work crews provided a meaningful work experience for approximately 334 inmates per month with a turnover rate of 94 inmates per month for an annual total of 5,136 inmates participating in the work crew program during the year. Only 10 escapes occurred during this fiscal year.

Since the establishment of work crews, the average number of man hours produced monthly has increased to 38,308 in fiscal 1987, for a grand total of 459,704 man hours. The number of Agencies using work crews has increased to 8 State Agencies and 4 County Governments for a total of 12 Agencies during fiscal 1987. The work crew project has provided needed services to requesting agencies as well as providing a realistic work environment for inmates who would otherwise have been idle. Inmates were able to acquire marketable skills to assist in their return to society.

Services provided by work crews include trash collection, snow removal, road repairs, sanitation, building maintenance, tree planting and trimming, welding, carpentry and painting. These services are provided at the following locations for the listed agencies:

Baltimore City Correctional Center.....(14 Crews)

14 Crews State Highway Administration

Central Laundry Facility.....(4 Crews)

2 Crews State Highway Administration
1 Crew Maryland State Police
1 Crew Maryland Training Academy

Eastern Pre-Release Unit.....(5 Crews)

1 Crew State Highway Administration
2 Crews Maryland State Police
1 Crew Maryland State House
1 Crew Queen Anne's County

Jessup Pre-Release Unit.....(19 Crews)

8 Crews State Highway Administration
1 Crew Maryland State Police
1 Crew Maryland Correctional Inst. Women
3 Crews State Aviation Administration
1 Crew Surplus Supply
1 Crew MCPRS Maintenance
1 Crew Spring Grove Hospital
1 Crew Bowie State College
1 Crew MCPRS Range
1 Crew JPRU Paint Detail

Maryland Correctional Training Center.....(5 Crews)

3 Crews State Highway Administration
1 Crew Department of Natural Resources
1 Crew Washington County

Poplar Hill Pre-Release Unit.....(6 Crews)

1 Crew	State Highway Administration
1 Crew	Department of Natural Resources
2 Crews	Maryland State Police
1 Crew	Wicomico County
1 Crew	Eastern Correctional Institution

Southern Maryland Pre-Release Unit.....(7 Crews)

3 Crews	State Highway Administration
1 Crew	Department of Natural Resources
2 Crews	Maryland State Police
1 Crew	Charles County

WORK CREW REPORT

July 1, 1986 -- June 30, 1987

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	TOTAL
State Highway Adm.	24,722	25,712	24,379	25,541	16,800	19,191	15,619	13,705	24,127	21,729	24,341	25,024	260,710
Dept. of Natural Resources	2,312	2,456	2,504	2,436	1,504	1,688	1,264	1,312	1,744	1,712	1,544	1,896	22,372
Maryland State House	1,186	1,083	996	976	704	1,119	1,884	1,083	1,272	1,304	1,008	1,296	13,991
MCT-W	352	304	320	344	280	296	336	288	304	328	264	296	3,712
State Aviation Authority	2,296	1,984	2,768	2,968	2,064	2,320	2,163	1,976	2,632	2,000	2,512	2,808	29,451
Maryland Training Academy	552	584	536	480	544	552	544	552	600	544	472	656	6,612
St. Office Bldg. Glen Burnie	1,344	1,272	831	974									4,421
BCEP Range	904	632	816	968	912	1,144	984	1,704	1,424	1,408	1,800	1,256	14,032
BCEP Garage	1,032												1,032
MCP&S Maintenance	1,208	1,136	1,392	1,516	1,456	1,496	2,072	1,240	1,560	2,232	1,608	794	17,800
Maryland State Police	1,863	1,853	1,862	2,266	1,748	1,541	1,667	1,456	1,637	1,643	1,808	2,099	21,441

* Note: Figures represent total Man Hours Worked (Portal to Portal)

July 1, 1906 — June 30, 1907

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	TOTAL
Surplus Supply	744	352	256	208	168	164	136	152	184	268	336	224	2,992
Spring Grove Hospital	1,176	904	760	1,168	648	664	616	536	520	488	536	736	8,752
Queen Anne County	1,287	670	722	743	531	666	418	466	530	430	471	356	7,290
Washington County	1,264	1,240	1,064	1,392	910	1,216	1,112	1,070	1,160	1,016	992	1,202	13,646
Wicomico County	502	456	608	264	1 60								2,070
Charles County	546	668	928	868	770	880	552	520	896	904	1,160	1,144	10,016
Bowie State College	1,056	880	840	912	648	760	0	392	616	592	520	856	8,072
Eastern Corr. Inst.			472	200	168	176	216	608	794	792	928	1,328	6,042
JPMI Paint Crew								1,000	816	904	920	856	4,656
Monthly Total Hours	44,426	42,186	42,134	44,424	29,603	33,093	29,603	20,340	40,816	39,192	41,260	43,097	
													GRAND TOTAL MAN HOURS 459,704

MARYLAND CORRECTIONAL PRE-RELEASE SYSTEM

Breakdown of Operating Costs for Fiscal Year 1987 -
Pre-Release Units, Baltimore City Correctional Center
and Central Laundry Pre-Release Unit

Maryland Correctional Pre-Release System - 35.02.06

150	General Administration	\$ 3,504,357
250	Custodial Care	12,060,204
350	Dietary Services	1,850,523
450	Plant Operation and Maintenance	1,479,168
550	Clinical and Hospital Services	1,759,555
650	Classification, Recreation, and Religious Services	1,985,682
TOTAL		\$22,639,489

Baltimore City Correctional Center - 35.02.07

150	General Administration	\$ 245,934
250	Custodial Care	2,753,309
350	Dietary Services	426,352
450	Plant Operation and Maintenance	249,245
550	Clinical and Hospital Services	566,694
650	Classification, Recreation, and Religious Services	123,591
TOTAL		\$ 4,365,125

Central Laundry Pre-Release Unit - 35.02.08

150	Custodial Care	\$ 1,725,383
250	Laundry Operation	1,650,719
TOTAL		\$ 3,376,102

In Fiscal Year 1986, \$3,320,180 of the operating budget was earned through Laundry Operations, work release room and board costs, labor earnings, and Inmate Welfare Fund.

- Work Release Earnings for Fiscal Year 1987 was \$824,452
(Approximately 286 inmates).

	<u>MCPRS</u>	<u>BCCC</u>	<u>CLPRU</u>
Laundry Earnings			\$1,963,437
Labor Earnings	\$ 28,946		
Work Release Earnings	824,45		
Inmate Welfare Food Earnings	503,345		
TOTAL	\$ 1,356,743		\$1,963,437
Annual Per Capita	\$16,549.33	\$11,861.75	\$9,033.42
Daily Per Capita Costs	45.34	32.50	24.75
Rated Capacity	1,450	250	192
Operating Capacity	2,046	343	192
Average Daily Population	1,368	368	191

Staffing Configuration

Maryland Correctional Pre-Release System:

150	General Administration	59
250	Custodial Care	360
350	Dietary Services	27
450	Plant Operation and Maintenance	10
550	Clinical and Hospital Services	1
650	Classification, Recreation, and Religious Services	71
	TOTAL	528

Baltimore City Correctional Center:

150	General Administration	8
250	Custodial Care	87
350	Dietary Services	25
450	Plant Operation and Maintenance	13
550	Clinical and Hospital Services	10
650	Classification, Recreation, and Religious Services	74
	TOTAL	107

Central Laundry Pre-Release Unit:

150	Custodial	39
250	Laundry Operations	19

TOTAL		58
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GRAND TOTAL		693
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Total Number of Inmates Transferred Into the Maryland Correctional
Pre-Release System During Fiscal Year 1987 - 2,646

<u>Institution</u>	<u>Transferred In From</u>	<u>Transferred Out To</u>
MRDCC	589	1
MP	13	14
MHC	295	112
MCI-H	282	38
MCTC	754	102
MCI-J	282	103
MCI-W	55	21
PATUXENT	2	1
RCI	374	56
TOTALS	2646	448

Breakdown of Inmates Transferred Out of the Maryland Correctional
Pre-Release System During Fiscal Year - 1987

	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
Disciplinary	0	14	14
Administrative Transfer	364	6	370
Medical Transfer	60	1	61
Inter-State Compact	2	0	2
TOTALS	426	21	447

Total Number of Inmates Released From the Maryland Correctional
Pre-Release System During Fiscal Year - 1987

	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
Parole	1006	26	1032
Commutation of Sentence	25	0	25
Court Order	79	1	80
Escape/Walkoff	107	1	108
Death (Natural)	2	0	2
Mandatory Release	967	11	978
TOTALS	2186	39	2225

STATE USE INDUSTRIES

Daniel J. Moore, General Manager

STATE USE INDUSTRIES ADVISORY COMMITTEE

ADVISORY COMMITTEE MEMBER

PROFESSIONAL AFFILIATION

Mr. Gerald J. Curran, Chairman	Delegate (District #43) Maryland House of Delegates
Mr. William H. Amoss	Senator (District #35) Maryland State Senate
Mr. Robert Swann	Maryland State Treasury
Mr. Paul Harris	Department of General Services
Mr. John R. Wales	State Board for Community Colleges
Mr. John Linton	Department of Education
Mr. Leonard Albert	Department of Economic and Community Development
Ms. Mary Frederic	Department of Employment and Training
Mr. William V. Steiner	Department of Budget and Fiscal Planning
Ms. Desiree Mundell	Department of Agriculture
Dr. Norma B. Gluckstern	Director, Patuxent Institution

Ex Officio Members

Mr. Bishop L. Robinson, Secretary
Department of Public Safety
and Correctional Services

Mr. Arnold J. Hopkins, Commissioner
Division of Correction

Mr. Daniel J. Moore, Executive Secretary
General Manager, State Use Industries

Mr. H. David Jenkins, Ph.D., Educational Liaison
Division of Correction

STATE USE INDUSTRIES

State Use Industries is the prison industry arm of the Division of Correction. The basic purpose of the organization is to provide meaningful work and training experience to Division inmates through a revenue generating system of manufacturing and service delivery operations. State-Use Industries is administrated by a General Manager who reports directly to the Commissioner of Correction.

SUI's statutory authority is derived under the provisions of Article 27, Sections 680 through 681M of the Annotated Code of Maryland (ACM). The ACM provides, in part, that the Division of Correction may use inmate labor for the manufacturing of goods, wares, and merchandise to be sold to the State, its political subdivisions, State-aided, owned, controlled, or managed public or quasi-public institutions or agencies; any charitable, civic, educational, fraternal, or religious association, institution or agency (for its own use and not for resale to others), or as otherwise indicated in the law. The Code also provides for an advisory committee to the Industries, consisting of State officials and members from private industry and contains certain other provisions regarding the training of inmates. In addition, the ACM requires that the Industries budget shall be included in the budget of the Department of Public Safety and Correctional Services and shall be subject to legislative review and approval.

State Use Industries utilizes low cost inmate labor for the manufacture of a diversified line of products and services. Production facilities, maintained at the Maryland Penitentiary, the Maryland House of Correction, the Maryland Correctional Institution-Hagerstown, the Maryland Correctional Institution-Jessup, the Maryland Correctional Institution for Women, Patuxent Institution, and the Maryland Correctional Training Center. Administrative Offices and the Central Warehouse, are located at the Baltimore City Complex.

Chapter 125, Laws of Maryland, 1982, effective July 1, 1982, provided the State Use Industries with a general fund appropriation of \$2,000,000 in the form of an interest-free loan to eliminate the deficit in the Industries' cash account of June 30, 1982. This cash deficit, which represented the cumulative excess of the Industries' expenditures over its receipts, was funded by advances from the General Treasury of the State. The aforementioned law stated the following:

"The \$2,000,000 general fund appropriation is advanced as a loan to the State Use Industries to pay the June 30, 1982, advance from the State of Maryland. At no time shall the cash balance of State Use Industries exceed \$500,000 and any such excess cash balance shall immediately revert to the General Treasury. The loan shall be repaid as operational earnings permit, with no time limit specified for repayment."

In July, 1982, the Industries received the \$2,000,000 appropriation. Chapter 63, Laws of Maryland, 1983, effective July 1, 1983, and the Fiscal Year 1984 supplemental budget bill increased the Industries' allowable maximum cash balance by stipulating that any cash balance in excess of \$1,000,000 be immediately reverted to the General Treasury. Moreover, Chapter 106 Laws of Maryland 1985, effective July 1, 1985, provided that cash previously accumulated in excess of \$500,000 and not in excess of \$1,000,000 shall not be reverted to the General Fund Treasury, but shall be used to expand State Use Industries. Chapter 109, Laws of Maryland, 1986, effective July 1, 1986, "Provided that cash accumulated in excess of \$1,000,000 shall not revert to the general fund of the State but shall be used by State Use Industries for expansion into those new industries or enhancement of those existing industries that appear in the Industries' operating budget."

As amended during the 1981 legislative session, Section 681A of the SUI Act established the SUI Advisory Committee. The group includes many State officials, representatives of local industry, and union representatives; its purpose is to advise the General Manager on both technical and policy matters affecting the operation of the Industries. The Committee is also required to prepare and submit an Annual Report to the Governor summarizing the status of SUI operations at the close of each fiscal year.

As a program, State Use Industries seeks to expand its vocational training and employment capabilities. Through registered apprenticeships and on-the-job training experiences inmates are taught marketable skills and provided with constructive employment as well. Some program participants are provided job placement assistance while on work release and upon release. The selection of new industries considers not only sales potential but the marketability of the skill involved as well. Through greater use of contemporary equipment and closer coordination with the Maryland State Department of Education, the training opportunities provided by SUI will remain relevant and continue to improve. The importance of the by-products of the SUI experience cannot be ignored; the social skills, sound work habits, and sense of worth that can be developed through productivity and accomplishment are, in many cases, as valuable to the participants as the skill being taught.

HISTORY OF INDUSTRIES PROGRAM

In the State of Maryland, the prison industries program began in the early 1800's. It progressed using prison labor farms and contracting out prison labor to major employers throughout the State to do menial tasks. At the beginning of World War I, prison industries across the country were pressed into service, manufacturing items for the U.S. Armed Forces. From this point forward, it began to be recognized that prison labor programs could also both rehabilitate and train inmates for productive careers on the outside of prisons. With particular attention to the Maryland prison industries system, the industries were formulated around the smoke stack type of industries that were popular in the early 1900's. The main thrust of the industries program at that time was to keep inmates busy producing goods that could be utilized by the State of Maryland, thus obviating the purchase of items from outside vendors.

In the mid-1900's, the direction of industries programs began to change. The theory of rehabilitation began to sweep the nation, creating changes within the prison industry framework. Industries moved from the pure production atmosphere into one of training and rehabilitation. It is important to point out that most industries programs across the country at that time were at least self-supporting, and in many cases generated revenues far in excess of expenses. However, as the Maryland industries program moved into a training mode, it began to experience extreme financial difficulties that consistently plagued the program into the 1980's.

In an effort to reverse the long-standing trend, the General Assembly made major changes in the sections of the Annotated Code of Maryland dealing with SUI. Through repeal, amendment, and enactment, the State Use Industries Act took its present form in Fiscal Year 1982. Shortly thereafter, the present Industries General Manager was appointed and made responsible for overhauling the program through implementation of the provisions of the revised law.

Increased sales and the amelioration of the stigma associated with inmate-made goods were established as major goals. The quality and limited diversity of the products that SUI was manufacturing left much to be desired. As such, the new industries manager utilized the services of a design engineer and completely revamped the entire line that SUI produces today. Each item was field tested and received the approval of the SUI Advisory Committee as to its quality and utility. With a new emphasis on marketing, the industries program sales climbed, reaching \$8.7 million in Fiscal Year 1984, \$8.2 million in Fiscal Year 1985, \$11.6 million in Fiscal Year 1986, and an all time high of \$17.1 million in Fiscal Year 1987. This sales increase made the industries self-supporting and allowed for reinvestment

and replacement of outdated and worn-out equipment throughout the industries program.

In September, 1984, a Validation Shop was established at the Patuxent Institution. A SUI Showroom located in the lobby of 201 West Preston Street opened September 5, 1984. In January, 1986, a Partition Shop was opened at the Maryland Correctional Training Center in a warehouse building which once housed the old feed mill. On April 8, 1986, a Sew Shop was opened at the Maryland Penitentiary. At the Maryland Correctional Institution for Women, a Telemarketing Unit began operation on June 5, 1986.

During Fiscal Year 1987, a contract was approved between the Telemarketing Unit and the American Correctional Association. The "Inmate Compensation for Labor" plan was revised and the "Incentive-Based Compensation Plan" was initiated. Also, a National Institute of Corrections grant in the amount of \$25,000 was awarded to SUI for a pilot training program. Once the pilot has been completed and evaluated, it will serve as a model for the rest of the country.

State Use Industries is embarking on a brand new industry in meat processing and will be the first in the country to have such a program, which will be funded from the Operating Fund of SUI. A monthly average of 775 inmates were employed by SUI in Fiscal Year 1987, including inmates on work release. Excluding inmates employed on work release, 689 inmates were employed in SUI shops; up from 645 in Fiscal Year 1986, 572 in Fiscal Year 1985 and 448 in Fiscal Year 1984.

APPRENTICESHIP, TRAINING, AND PLACEMENT

State Use Industries in cooperation with the U.S. Department of Labor, Bureau of Apprenticeship Training and the Maryland Apprenticeship Training Council (MATC) offers registered apprenticeship in the following trades:

1. Metal Fabrication
2. Upholstery
3. Printing
4. Cabinetmaking
5. Paint Manufacturing
6. Meat Cutting

These programs combine an extensive period of in-shop training in a production setting (minimum 15 months) with 144 hours of related classroom training provided by Hagerstown Junior College (metal fabrication, meat cutting and Upholstery), Catonsville Community College (graphic arts and upholstery), and Anne Arundel Community College (paint manufacturing and cabinet making). Related classroom instruction stresses safety, measurement and technical aspects of the trade plus some "hands-on work" which supplements the inmate's production experience with SUI.

SUI has been awarded a grant from the National Institute of Corrections to pilot a comprehensive upgrade of inmate training at the Maryland House of Correction's Wood Shop. This training will include: (1) pre-employment training for inmates who desire to work for SUI, (2) in-service training in safety, measurement and shop skills, (3) employment readiness training for inmates who may not be eligible for work release, and (4) supplemental academic education. This pilot grant will be evaluated at its conclusion during Fiscal Year 1989 and used as a model to upgrade inmate training throughout State Use Industries.

One other way State Use Industries addresses the employability needs of its inmate employees is through the provision of job placement services. State Use Industries funds a full time job developer/placement specialist to assist former inmate employees in obtaining employment related to their training. This service continues to experience considerable success in the placement of inmate employees in career ladder jobs.

STATE USE INDUSTRIES AND SERVICES
FISCAL YEAR 1987

<u>SHOPS</u>	<u>INMATE POSITIONS</u>	<u>SALES</u>
<u>Maryland Penitentiary:</u>		
Envelope - envelopes, plaques and name tags	47	624,034
Sew - denim trousers and jackets	25	82,879
<u>Maryland House of Correction:</u>		
Wood - office furniture, dormitory furniture, tables	157	1,569,973
Tag - metal motor vehicle license tags	70	6,532,673
Sign - street signs, custom-made signs to order	7	108,380
Mattress - mattresses and chair assembly	12	580,781
Paint - enamel, latex, and traffic paints; varnish and related products	13	439,206
<u>Maryland Correctional Institution-Jessup:</u>		
Graphics - complete line of letterheads, forms, business cards, and related special products	64	1,018,738
<u>Maryland Correctional Institution for Women:</u>		
Re-Upholstery - repair and replacement of worn or torn chairs carried in SUI product line	43	115,097
Sew/Flag - shirts, gowns, bathrobes, flags and aprons	56	310,412
Telemarketing - sales leads, market research, membership drives, mass mailings	13	3,270
<u>Maryland Correctional Institution-Hagerstown:</u>		
Metal - shelving, beds, tables, wastebaskets, chairs & benches	79	1,255,890
Brush & Carton - utility brushes and corrugated cartons	8	135,838
Upholstery - new sofas and chairs (fabric & vinyl)	42	956,228
<u>Roxbury Correctional Institution:</u>		
Picture Frames	--	6,826

Maryland Correctional Training Center:

Meat - ground beef, chopped steaks, meat loaf, roasts, chops, ribs	32	1,734,428
Partitions - work stations, office panels, sight screens and furniture assembly	12	99,322

Patuxent Institution:

Validation - production of MVA Stickers and special orders for other State agencies	9	517,229
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State Use Industries, Central Office:

Construction - construction and maintenance projects	27	622,649
Moving/Labor/Warehouse - shipment of all products produced at Baltimore metropolitan area prisons	33	119,027
Garage/Auto Body - preventive maintenance for State vehicles and emergency repairs	7	83,875
Janitorial - cleaning and janitorial projects	19	138,303

Additional Services:

Health/Medical	--	676
Courier	--	18,281
Back Haul	--	28,150

TOTAL POSITIONS:	775	\$17,102,165
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STATEMENT OF REVENUE AND EXPENSE
FOR THE FISCAL YEAR ENDED JUNE 30, 1987

OPERATING REVENUES AND EXPENSES:

Net operating revenue from sales and services.....\$ 17,076,000
Cost of sales and services..... (12,167,499)

Gross profit on sales and services.....\$ 4,908,501

Selling, general and administrative expenses:

Salaries and wages.....\$ 1,132,904
Other..... 813,573

Total selling, general and administrative
expenses.....\$ 1,946,477

NET OPERATING INCOME.....\$ 2,962,024

DISPOSAL OF FIXED ASSETS:

Loss on disposal of capital grant asset.....\$ (2,623)
Loss on disposal of noncontributed capital
assets..... (2,400)

Total loss on disposal of fixed assets.....\$ (5,023)

NET INCOME BEFORE CHARGES TO CONTRIBUTED CAPITAL..\$ 2,957,001

ADD CHARGES MADE DIRECTLY TO CONTRIBUTED CAPITAL:

Depreciation.....\$ 1,982
Loss on disposal of capital grant asset..... 2,623

Total charges made directly to
contributed capital.....\$ 4,605

NET INCOME TRANSFERRED TO RETAINED EARNINGS.....\$ 2,961,606

BALANCE SHEET
JUNE 30, 1987

ASSETS

CURRENT ASSETS:

Cash	\$	2,344,649
Accounts receivable:		
Operations.....	\$	2,292,380
Due from United States Government.....		0
Total Accounts Receivable.....	\$	2,292,380
Inventories.....	\$	3,341,801
Total current assets.....	\$	7,978,830

PLANT AND EQUIPMENT:

Machinery and equipment.....	\$	2,751,330
Motor vehicles.....		380,375
Office equipment and furniture.....		183,988
Building improvements.....		225,380
Total plant and equipment.....	\$	3,541,073
Less - Allowance for depreciation.....		2,020,638
Net plant and equipment.....	\$	1,520,435

TOTAL ASSETS.....\$ 9,499,265

LIABILITIES AND EQUITY

CURRENT LIABILITIES:

Accounts payable.....	\$	235,057
Accrued expenses.....		394,562
Accrued vacation leave.....		169,836
Advance payment by customers.....		122,884
Total current liabilities.....	\$	922,339

OTHER LIABILITIES:

Loan from State of Maryland.....	\$	1,945,318
Total liabilities.....	\$	2,867,657

EQUITY:

Contributed capital:		
State of Maryland.....	\$	385,158
United State Government.....		4,107
Total contributed capital.....	\$	389,265
Retained earnings.....		6,242,343
Total equity.....	\$	6,631,608
TOTAL LIABILITIES AND EQUITY.....	\$	9,499,265
		=====

VOLUNTEER SERVICES

Registered volunteers and citizen participants donated over 26,000 hours of service to the Division of Correction's 18 institutions during Fiscal Year 87. These contributions are valued at \$199,420, according to the Governor's Council on Volunteerism. Just under half of the volunteer hours were contributed in support of the religious services program. Another 25-percent supported 40 or so inmate organizations within the institutions such as Jaycees, Alcoholics Anonymous and Seventh Step.

Innovations which were begun during the Fiscal Year include an emphasis on the recruitment of student interns who worked closely under the supervision of staff. Roxbury Correctional Institution, especially, has concentrated recruitment efforts toward colleges and universities.

Recently developed programs such as an Annual Health Fair, volunteer supported Thanksgiving Day meal, and distribution of Christmas packages by individual volunteers and service organizations have become a yearly event at MP, MHC, and MCI-H.

Administratively, the Division of Correction promulgated its regulation governing the operation of volunteer services on March 1, 1987. The result is increased consistency and accountability in the operation of institutional volunteer programs.

AIDS

INTRODUCTION

During Fiscal Year 1987 the Maryland Division of Correction remains on the National forefront with its Aids Related Correctional Programs. Out of the National American Correctional Task Force on AIDS Policy and Procedure for corrections, three of the twenty members were from the Maryland Division of Correction; Commissioner Aronld J. Hopkins, Chief Medical Officer Ford Brewer and Warden Sharon Johnson. The Centers for Disease Control and the National Institutes of Justice have commissioned Dr. Ford Brewer, the Chief Medical Officer, to develop and maintain a national sentinel surveillance program for corrections based on the surveillance program used in Maryland for the Division of Correction population for the past three years.

AIDS Management programs have been set up in three areas for the Division: Medical Management of AIDS Related Diseases, Education and Training of inmates as well as staff who manage the inmates, and surveillance based on sound public health principles.

EDUCATION AND TRAINING

During Fiscal Year 1987, approximately 3,000 Division of Correction inmates have received the AIDS training. The training is offered to all inmates at intake, to all inmates within the system, and as part of the Pre-release reentry program.

Approximately 1,850 staff members have received the AIDS training. The Maryland Correctional Training Academy trains all entry level officers, counselors and support staff. In-service programs are provided regionally by the training department of the Division of Corrections. Field Staff are encouraged to attend AIDS conferences and workshops. The Division sponsored the second correctional education conference on Acquired Immune Deficiency Syndrome in the fall of 1986. In February 1987 the national Institute of Drug Abuse presented three one day workshops-one in Hagerstown, one in Jessup and one in Baltimore.

The purpose of AIDS training is to provide the most current information available about AIDS to everyone involved in the DOC in order to respond appropriately to situations involving HIV infection. When the participants complete the training, they should be able to define AIDS, know what causes it, how it is transmitted, how it is NOT transmitted, and how to prevent transmission. Some knowledge of the disease progression is presented as a variety of responses that follow HIV infection.

SURVEILLANCE

The Maryland Division of Correction has done 5 studies to measure the extent of infection of the inmate population with the AIDS virus. Three of the studies measured the proportion of inmates at intake with infections and two of the studies measured the transmission of the virus in the prison setting. The studies described here are all studies assessing the presence of the antibody to the AIDS virus (Human Immunodeficiency Virus) - (HIV). The individuals that are infected with this virus do not necessarily have AIDS. However, medical science shows that a significant portion of infected individuals (35% to 50%) will go on to develop AIDS within five years.

Two types of studies have been done by the Maryland Division of Correction. The first type is called a Seroprevalence study, the second is called an incidence study. The Seroprevalence study basically looks at the percentage of infected inmates coming into the population at the two intake centers, Maryland Reception, Diagnostic and Classification Center (MRDCC) and the Maryland Correctional Institution for Women (MCIW). It has been found that over the past three years the percentage of infected males coming into the MRDCC remains stable at about 7%, the most recent value was 6.5%. The corresponding infections rates for the women coming into the prison system are in the area of 13% to 15%. The basic reason for the higher prevalence among female offenders appears to be due to the higher percentage of history of ravenous drug abuse among the women inmates coming into the system.

The second type of study being done is an Incidence study. This measures the number of new infections among the population while incarcerated. This rate appears to be extremely low on the order of less than 1/2 of 1% or less than 1/2 of a new infection per hundred inmates per year of incarceration.

These studies have been covered in the medical science literature, they have been presented in the International Conference in Paris and described in publications from the Centers of Disease Control as well as the American Medical Association.

STAFF TRAINING

OVERVIEW:

The Maryland Division of Correction is required, through a combination of training requirements established by the Correctional Training Commission, the Commission on Correctional Standards, and Division of Correction Regulations, to provide each and every employee with training program services. These programs begin with the employee's first day on the job, and continue throughout the tenure of employment within the Division. During the last half of FY 87, the training services provided intensified to a level not before realized. This degree of services provided was due in part to new standards mandated by the Correctional Training Commission. Whereas, formerly it was optional for correctional officers, classification counselors, and institutional support staff to receive in-service training, first-line supervisor training, and first-line administrator training, effective January 1, 1987, the Division no longer had any choice in this matter.

The level of services provided also had to accelerate because of the opening of the new Eastern Correctional Institution. Due to the distance constraints, it was impractical to transport officers to Woodstock to attend Academy training. Therefore, the Division had to provide off-site Academy and other training on a routine basis.

The level of training provided also had to keep pace with a higher than usual number of new employees. Each program cycle, the Division over burdened the Academy training program with nomination requests. This abundance of participation required that the Academy provide an extra unscheduled program. This also meant that the Division had to provide a great deal of instructor support to augment the Academy's on-site staff.

Although the Division was forced to provide more training services than ever before, no additional staff positions or monetary assistance was given in order to accomplish this. The expenditure of overtime seriously constrained the Division's ability to provide sufficient instructors and students to accomplish the required services.

In an attempt to circumvent the constraints, during FY 87, the entire training department was reorganized. Whereas, formerly the ten institutional training positions reported exclusively to the respective Warden of the employing institution, currently the positions have a dual responsibility. Although still reporting to the Warden from an administrative perspective, the positions also report to the Headquarters Director of Staff Development and Training position. This Headquarters program control provides for standardization of the programs being offered throughout the Division, and promotes efficiency and economy of valuable training staff services.

The ten institutional training positions essentially manage and coordinate training program logistics, while the bulk of the instructors are employees who contribute a part of their working time to the training function. This cadre of part-time instructors increased from a total of slightly over 100 instructors to approximately 250 during the course of the fiscal year.

OVERVIEW OF SERVICES PROVIDED

PRE-SERVICE ORIENTATION

Before having any exposure to the work environment, all correctional employees are required to complete three days of pre-service orientation training. A total of 71 three day programs were offered.

ACADEMY TRAINING

In a combination of programs offered at Woodstock and two on-site at ECI, a total of 548 employees completed Academy training programs.

CORRECTIONAL SUPERVISOR TRAINING

All newly promoted first-line supervisors are required to complete a Maryland Correctional Training Commission approved first-line supervisor program. Preparations were made to provide the program as many times as would be required at ECI during FY 88.

CORRECTIONAL ADMINISTRATOR

The Maryland Correctional Training Commission was hampered by the loss of a key instructor in its efforts to provide this program offering. Even though only one program was offered, the Division concluded sending existing administrators to the program, with a total of 10 participants.

IN-SERVICE TRAINING

Beginning in January, 1987, the Division began providing in-service training programs in each of the regions to correctional officers. This is especially notable in the Jessup Region which had never before provided in-service training other than in the topics of weapons, CPR, and First Aid.

Initially, in accordance with national standards, the Division attempted to provide a full five day program. However, the overtime involved proved too horrendous to absorb. Effective with the start of FY 88, the programs were shortened to meet the Training Commission Standard of 18 hours (exclusive of range firing time).

From January, 1987 to July 3, 1987, the number of programs provided and numbers of officers attending was as follows:

	<u>NUMBER OF PROGRAMS</u>	<u>NUMBER OF PARTICIPANTS</u>
HAGERSTOWN REGION	25	633
JESSUP REGION	24	611
BALTIMORE CITY REGION	19	250
EASTERN CORRECTIONAL INSTITUTION	1	24

NON-CUSTODY TRAINING

During FY 87, the Division continued developing the Wellness-Strategies for Healthy Living Program initiated during FY 86. The program, designed to combat the specific stressors encountered by correctional employees, was field conducted five times during FY 87. Intensive delivery will be scheduled during FY 88. The ultimate goal is to train all non-custody employees in the three day program.

TUITION REIMBURSEMENT

During FY 87, the Division continued to participate heavily in the tuition reimbursement program. Statistics for the FY are as follows:

	<u>NUMBER OF PARTICIPANTS</u>	<u>AMOUNT OF MONEY ENCUMBERED</u>
July 1, 1986 - September 30, 1986	62	\$14,905.50
October 1, 1986 - December 31, 1986	21	3,798.50
January 1, 1987 - March 31, 1987	54	9,574.00
April 1, 1987 - June 30, 1987	25	4,609.50
	162	\$32,887.50

OUT-SERVICE TRAINING FUNDS

For FY 1987, the Maryland Division of Correction received an out-service training allotment of \$30,000. The complete \$30,000 allotment was either encumbered or spent early in January, 1987. Even though the \$30,000 was an increase of \$10,000 over the FY 86 allotment, only 4% of the employees were able to participate in out-service training opportunities. The final budgetary figure indicating the amount spent from this account was \$32,343.

EXECUTIVE DEVELOPMENT AND RETREAT

For the period which extended from September 8 - September 10, 1986 the wardens and other executive staff of the Division participated in a training retreat held on the site of the Aspen Institute. The training topics included: Updates on Correctional Litigation, Parole Commission Guidelines, concluding with a one day training session on Investment in Excellence presentation. This was the first time ever that the Wardens and executive staff have ever had the opportunity to be together in such a fashion, and in addition to the benefits of the training, the spirit of professionalism and cooperation pervaded.

HAZARDOUS AND TOXIC MATERIALS

According to the Employer Guidelines regarding the Access to Information about Hazardous and Toxic Substances, all staff and inmates within the various correctional institutions were required to have received training regarding the hazardous and toxic materials encountered within each of the correctional institutions by March 1, 1987. In order to provide for this, the Division trained 250 individuals within the various correctional institutions to be trainers. Also, a videotape presentation was prepared to assist in the mass training of both employees and inmates. Following the March 1, 1987 date, the program became a required orientation module for both new staff and inmates. Additionally, many other correctional agencies have adopted the program.

EMERGENCY PREPAREDNESS

The Division received technical assistance from the National Institute of Corrections for individuals from the LETRA organization to come to Maryland to review and make recommendations concerning the Division of Correction Emergency Preparedness Plans. A part of this review included a two day workshop held in October, 1986, for Wardens and Chief Executives. The training was designed to assist top administrators in making improvements of existing emergency/security plans. All Warden and Chief of Security positions completed the two day program, with the executive level positions completing the first day only.

TRAINING DESIGN AND DEVELOPMENT

During November, 1986, the National Academy of Corrections sponsored an outreach program in training design and development. Considered as an advanced training opportunity for existing instructors, 24 individuals employed on the State and local levels completed the program.

AIDS TRAINING

During FY 87, in addition to spearheading program services for staff, the training department was also given the responsibility of administering a contract with the HERO organization to develop AIDS training programs for inmates. The contract began in October, 1986 and concluded in April, 1987. Through the course

of the six month span, all inmates received by the Division and those processed into a status where they would have community contact, received the training. In addition, two separate AIDS instructor training programs were held, and approximately 35 AIDS instructors were fully trained to continue the process.

In conjunction with the National Institute on Drug Abuse, the Division was able to hold three intensive one day seminars on AIDS. These seminars attracted individuals from other states, and provided training opportunities for approximately 150 people.

INSTRUCTOR TRAINING PROGRAMS

The Division of Correction is fortunate to be able to conduct its own instructor training programs in the areas of First Aid, CPR, and Firearms. Without having this in house capability, a significant dollar investment would be necessary in order to obtain the program services from outside sources. In a mutually sharing arrangement, participation by outside agencies was encouraged. The total number of programs offered during FY 87, was as follows:

<u>TITLE</u>	<u>NUMBER OF PROGRAMS</u>	<u>NUMBER OF PARTICIPANTS</u>
First Aid Instructor	2	19
CPR Instructor	3	34
CPR Instructor Update	5	48
Firearms Instructor	1	14

OTHER SPECIALIZED PROGRAMS

Due to its diverse needs, the Division sponsored several other specialized programs as follows:

	<u>NUMBER OF PROGRAMS</u>	<u>NUMBER OF PARTICIPANTS</u>
Epilepsy Instructor Training	1	11
Fire Safety	1	27
First Aid for Supervisors	4	35
Wheelchair Bound Inmates	2	19
Decisions Process Training	2	35
Forms Management	2	37
Special Management of the Mentally Ill/Retarded Inmates	1	20
Contraception, Sexually Transmitted Diseases, and AIDS	1	26

DIVISION OF CORRECTION STATISTICS

The information contained in the following statistical section is based upon data from a combination of manual and automated information systems that are summarized at the Department of Public Safety and Correctional Services, Office of Research and Statistics. The population data is calculated from daily population sheets submitted by the Data Processing Office of the Division of Correction. The daily population sheets are manually compiled at Division Headquarters based on telephone reports from each institution. Intake and release information is compiled from monthly reports sent to the Research and Statistics Office by the individual Division of Correction institutions. Life and Death Sentence by Jurisdiction data are based upon information received monthly from the male and female reception centers and apply only to new Court commitments.

Inmate characteristic information for the committed population as of June 30, 1987 is based almost entirely upon data from the Offender Based State Correctional Information System (OBSCIS). The only exception is that manual population data are used in the Sex Distribution table to allow comparisons to be made between the actual population and the computerized counts for each institution. All of the remaining characteristic information is extracted from OBSCIS via a computerized data interface software package. Minor variations between characteristic categories are due to missing data.

During Fiscal Year 1987, the Division's average daily total population decreased by 0.2% from 12,790 during July, 1986 to 12,768 during June, 1987. The lowest monthly population occurred during February, 1987, when an average of 12,710 inmates were committed to the Division.

The most significant factor contributing to the stabilization in population was increasing releases. Total intakes numbered 6,362 or 530 per month during Fiscal Year 1987, compared to 6,297 or 525 per month in Fiscal Year 1986. Total releases increased from 5,839 or 487 per month in Fiscal Year 1986 to 6,355 or 530 per month in Fiscal Year 1987. Total intakes increased to 1.0% between Fiscal Years, while total releases increased by 8.8%.

Escapes have increased by 20.0% from 95 in Fiscal Year 1986 to 114 in Fiscal Year 1987. Expiration/mandatory releases have increased by 12.2% from 2,987 in Fiscal Year 1986 to 3,351 in Fiscal year 1987. Parole releases during this same period have increased by 13.6% from 1,653 to 1,878.

The average length of sentence for new court commitments has increased by 1.0 months from 54.5 months in Fiscal Year 1986 to 55.5 months in Fiscal Year 1987. Life sentences to the Division remained constant at 78 in Fiscal Year 1986 and 1987.

The inmate characteristics of the Division's population as of the end of Fiscal Year 1987 are nearly unchanged from the end of Fiscal Year 1986. The average sentence length of inmates incarcerated at year end increased by 1.6 months to 140.7 months. The age, race and offense distributions have shown little change.

AGE DISTRIBUTION FOR TOTAL POPULATION
AS OF JUNE 30, 1987

Under 17 years	20	0.2%
17 Years	57	0.4%
18 Years	134	1.1%
19 Years	247	1.9%
20 Years	471	3.7%
21 Years	488	3.8%
22 Years	619	4.9%
23 Years	673	5.3%
24 Years	684	5.4%
25 Years	660	5.2%
26-30 Years	3,344	26.3%
31-35 Years	2,298	18.1%
36-40 Years	1,519	11.9%
41-50 Years	1,083	8.5%
51-60 Years	318	2.5%
Over 60 Years	102	0.8%

TOTAL	12,717	100.0%
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Average Age: 30.5 Years

OFFENSE DISTRIBUTION FOR TOTAL POPULATION
AS OF JUNE 30, 1987

<u>Offense *</u>	<u>Count</u>	<u>Percentage</u>
Arson	92	0.7%
Assault	1,557	12.3%
Auto Theft	48	0.4%
Bribery	16	0.1%
Burglary	1,427	11.2%
Court Violation	1,284	10.1%
Disorderly Conduct	11	0.1%
Domestic Relations	83	0.7%
Drug Abuse	869	6.8%
Escape	22	0.2%
Forgery	48	0.4%
Fraud	89	0.7%
Kidnapping	129	1.0%
Larceny	833	6.6%
Manslaughter	166	1.3%
Murder	1,630	12.8%
Prostitution	9	0.1%
Rape	925	7.3%
Robbery	2,915	22.9%
Sexual Offenses	268	2.1%
Stolen Property	9	0.1%
Traffic Violation	50	0.4%
Vandalism	8	0.1%
Weapons	205	1.6%
Other	14	0.1%
TOTAL	12,707	100.0%

* Major Offense for Each Person

SENTENCE DISTRIBUTION FOR TOTAL POPULATION
AS OF JUNE 30, 1987

<u>Sentence</u>	<u>Count</u>	<u>Percentage</u>
3 Months	1	0.0%
4-6 Months	29	0.2%
7-12 Months	675	5.3%
13-18 Months	499	3.9%
19 Months - 2 Years	656	5.2%
25 Months - 3 Years	975	7.7%
37 Months - 5 Years	1,818	14.3%
61 Months - 8 Years	1,450	11.4%
97 Months - 10 Years	1,358	10.7%
121 Months - 15 Years	1,478	11.6%
More than 15 Years	2,843	22.3%
Life	955	7.5%
TOTAL	12,737	100.0%

*Average Sentence Length: 140.7 Months

** Average Stay Length: 40.7 Months

*Average Sentence Length is calculated based on Total Sentence Length and does not include Life sentences.

**Average Length of Stay reflects the average length of time served in the Division as of the date of the report. This figure is not based on releases and may include time served at more than one institution.

SEX AND RACE DISTRIBUTION
AS OF JUNE 30, 1987

Sex Distribution

Race Distribution

<u>Institution</u>	<u>Sex Distribution</u>		<u>Black</u>		<u>White</u>		<u>Indian</u>	<u>Other</u>	<u>TOTAL</u>
	<u>Male</u>	<u>Female</u>	<u>Count</u>	<u>%</u>	<u>Count</u>	<u>%</u>	<u>Count</u>	<u>Count</u>	
MP	1,245		920	75.1%	301	24.6%	2	2	1,225
MRDCC	781		434	70.1%	184	29.7%	0	1	619
MHC	1,598		1,268	79.7%	321	20.2%	1	1	1,591
MCI-J	993		725	72.9%	268	26.9%	1	1	995
MCI-H	1,752		1,329	74.8%	443	24.9%	0	4	1,776
MCTC	2,492		1,744	69.6%	756	30.2%	1	4	2,505
RCI	1,277		746	58.8%	520	41.0%	0	3	1,269
BCF	551		415	77.7%	119	22.3%	0	0	534
PATUXENT	105		70	66.7%	35	33.3%	0	0	105
MCI-W		402	286	68.8%	130	31.3%	0	0	416
JPRU	278		188	67.9%	89	32.1%	0	0	277
CLF	192		135	69.9%	58	30.1%	0	0	193
BCCC	356		302	84.4%	56	15.6%	0	0	358
EPRU	113		81	71.7%	32	28.3%	0	0	113
BPRU	176		151	83.4%	30	16.6%	0	0	181
PHPRU	111		75	68.2%	35	31.8%	0	0	110
SMPRU	123		87	71.9%	34	28.1%	0	0	121
DH-E	38		36	81.8%	8	18.2%	0	0	44
DH-W	41		36	87.8%	5	12.2%	0	0	41
MCPR	5		4	80.0%	1	20.0%	0	0	5
THRESHOLD	25		24	92.3%	2	7.7%	0	0	26
PRUW		27	16	69.6%	7	30.4%	0	0	23
TOTAL	12,252	429	0	0.0%	3,434	27.4%	5	16	12,527

INTAKES AND RELEASES FOR FISCAL YEAR 1987

<u>Intakes</u>	<u>Total</u>	<u>Monthly Average*</u>
Processed Commitments	5,477	456
Change in Jail Back-Up	-8	-1
Returned from Parole	464	39
Returned from Escape	116	10
Returned from Mental Hospitals	21	2
Returned from Patuxent Institution	277	23
Other Intakes	15	1
TOTAL INTAKE	6,362	530

<u>Releases</u>	<u>Total</u>	<u>Monthly Average</u>
Expiration/Mandatory Release	3,351	279
Paroles/Continued on Parole	1,878	157
Commutations	73	6
Court Order	579	48
Pardoned	0	0
To Patuxent Institution	311	26
To Mental Hospital	18	2
Deaths	25	2
Escapes	114	10
Other Releases	6	1
TOTAL RELEASES	6,355	530

*Due to rounding, the sum of the individual averages does not necessarily equal the total average.

LENGTH OF SENTENCE OF COMMITTED PERSONS

FISCAL YEAR -1987

<u>Sentence</u>	<u>Males Processed at MRDCC</u>		<u>Females Processed at MCIW</u>		<u>TOTAL</u>
3 Months	16	0.3%	5	1.5%	21
4-6 Months	260	5.1%	26	7.7%	286
7-12 Months	1,020	19.8%	86	25.6%	1,106
13-18 Months	519	10.1%	52	15.5%	571
19 Months-2 Years	551	10.7%	41	12.2%	592
25 Months-3 Years	643	12.5%	35	10.4%	678
37 Months-5 Years	780	15.2%	44	13.1%	824
61 Months-8 Years	440	8.6%	16	4.8%	456
97 Months-10 Years	267	5.2%	6	1.8%	273
121 Months-15 Years	223	4.3%	14	4.2%	237
More Than 15 Years	346	6.7%	7	2.1%	353
Life	74	1.4%	4	1.2%	78
Indefinite	2	0.0%	0	0.0%	2
TOTAL	5,141	100.0%	336	100.0%	5,477

MAJOR OFFENSES OF COMMITTED PERSONS
FISCAL YEAR 1987

<u>Offense*</u>	<u>Males</u>	<u>%</u>	<u>Females</u>	<u>%</u>	<u>TOTAL</u>
Arson	31	0.6%	3	0.9%	34
Assault	631	12.3%	22	6.5%	653
Auto Theft	38	0.7%	0	0.0%	38
Bribery	14	0.3%	0	0.0%	14
Burglary	628	12.2%	8	2.4%	636
Court Violation	1,068	20.8%	79	23.5%	1,147
Disorderly Conduct	11	0.2%	1	0.3%	12
Domestic Relations	54	1.1%	6	1.8%	60
Drug Abuse	658	12.8%	58	17.3%	716
Escape	10	0.2%	0	0.0%	10
Forgery	21	0.4%	10	3.0%	31
Fraud	40	0.8%	11	3.3%	51
Kidnapping	20	0.4%	1	0.3%	21
Larceny	583	11.3%	88	26.2%	671
Manslaughter	41	0.8%	7	2.1%	48
Murder	219	4.3%	17	5.1%	236
Prostitution	5	0.1%	7	2.1%	12
Rape	133	2.6%	0	0.0%	133
Robbery	590	11.5%	9	2.7%	599
Sexual Offenses	81	1.6%	4	1.2%	85
Stolen Property	1	0.0%	0	0.0%	1
Traffic Violation	84	1.6%	3	0.9%	87
Vandalism	11	0.2%	1	0.3%	12
Weapons	155	3.0%	1	0.3%	156
Other	14	0.3%	0	0.0%	14
TOTAL	5,141		336		5,477

*Major offense for each person

AGE GROUPS OF COMMITTED PERSONS
FISCAL YEAR 1987

<u>Age</u>	<u>Males Processed at MRDCC</u>		<u>Females Processed at MCIW</u>		<u>TOTAL</u>
16 Years & Younger	44	0.9%	0	0.0%	44
17 Years	79	1.5%	1	0.3%	80
18 Years	161	3.1%	1	0.3%	162
19 Years	276	5.4%	5	1.5%	281
20 Years	288	5.6%	11	3.3%	299
21 Years	319	6.2%	17	5.1%	336
22-25 Years	1,203	23.4%	70	20.8%	1,273
26-30 Years	1,249	24.3%	108	32.1%	1,357
31-35 Years	680	13.2%	65	19.3%	745
36-40 Years	435	8.5%	37	11.0%	472
41-50 Years	289	5.6%	16	4.8%	305
51-60 Years	92	1.8%	3	0.9%	95
61 Years & Older	26	0.5%	2	0.6%	28
Unknown	0	0.0%	0	0.0%	0
TOTAL	5,141	100.0%	336	100.0%	5,477

RACE AND SEX OF COMMITTED PERSONS
FISCAL YEAR 1987

<u>Race</u>	<u>Males Processed at MRDCC</u>		<u>Females Processed at MCI-W</u>		<u>TOTAL</u>
Black	3,598	70.0%	242	72.0%	3,840
White	1,535	29.9%	94	28.0%	1,629
Other	8	0.2%	0	0.0%	8
TOTAL	5,141	100.0%	336	100.0%	5,477

PLACES OF BIRTH OF COMMITTED PERSONS
FISCAL YEAR 1987

<u>Birthplace</u>	<u>Males Processed at MRDCC</u>		<u>Females Processed at MCI-W</u>		<u>TOTAL</u>
Maryland	3,630	70.6%	234	69.6%	3,864
District of Columbia	461	9.0%	27	8.0%	488
New Jersey	39	0.8%	3	0.9%	42
New York	88	1.7%	7	2.1%	95
North Carolina	151	2.9%	9	2.7%	160
Pennsylvania	100	1.9%	3	0.9%	103
South Carolina	82	1.6%	5	1.5%	87
Virginia	155	3.30	9	2.7%	164
Other States	319	6.2%	34	10.1%	353
Outside United States	107	2.1%	3	0.9%	110
Unknown	9	0.2%	2	0.6%	11
TOTAL	5,141	100.0%	336	100.0%	5,477

JURISDICTION FROM WHICH COMMITTED PERSONS WERE RECEIVED
FISCAL YEAR 1987

<u>Jurisdiction</u>	<u>Males Processed at MRDCC</u>		<u>Females Processed at MCI-W</u>		<u>TOTAL</u>
Baltimore City	2,767	53.8%	156	46.4%	2,923
Counties					
Allegany	50	1.0%	8	2.4%	58
Anne Arundel	224	4.4%	12	3.6%	236
Baltimore	475	9.2%	61	18.2%	536
Calvert	57	1.1%	5	1.5%	62
Caroline	67	1.3%	4	1.2%	71
Carroll	21	0.4%	2	0.6%	23
Cecil	52	1.0%	2	0.6%	54
Charles	191	3.7%	6	1.8%	197
Dorchester	25	0.5%	1	0.3%	26
Frederick	41	0.8%	1	0.3%	42
Garrett	23	0.4%	0	0.0%	23
Harford	45	0.9%	6	1.8%	51
Howard	49	1.0%	2	0.6%	51
Kent	31	0.6%	8	2.4%	39
Montgomery	153	3.0%	4	1.2%	157
Prince George's	502	9.8%	34	10.1%	536
Queen Anne's	21	0.4%	1	0.3%	22
Somerset	27	0.5%	2	0.6%	29
St. Mary's	22	0.4%	1	0.3%	23
Talbot	39	0.8%	0	0.0%	39
Washington	94	1.8%	11	3.3%	105
Wicomico	85	1.7%	8	2.4%	93
Worcester	71	1.4%	1	0.3%	72
Other	9	0.2%	0	0.0%	9
TOTALS	5,141	100.0%	336	100.0%	5,477

BY JURISDICTION, PERSONS COMMITTED TO THE DIVISION OF CORRECTION
WITH LIFE SENTENCES AND DEATH SENTENCES DURING FISCAL YEAR 1987

<u>Committing Jurisdiction</u>	<u>*Life</u>	<u>Death</u>	<u>TOTAL</u>
Baltimore City	37	1	38
Allegany County	0	0	0
Anne Arundel County	4	0	4
Baltimore County	8	1	9
Calvert County	0	0	0
Caroline County	0	0	0
Carroll County	0	0	0
Cecil County	0	0	0
Charles County	1	0	1
Dorchester County	0	0	0
Frederick County	0	0	0
Garrett County	1	0	1
Harford County	1	0	1
Howard County	2	0	2
Kent County	1	0	1
Montgomery County	8	0	8
Prince George's County	10	0	10
Queen Anne's County	0	0	0
Somerset County	0	0	0
St. Mary's County	0	0	0
Talbot County	1	0	1
Washington County	3	0	3
Wicomico County	1	0	1
Worcester County	0	0	0
TOTAL	78	2	80

*Life Sentences May Include Life+ Sentences

53665-5-F

WILLIAM DONALD SCHAEFER
GOVERNOR
BISHOP L. ROBINSON
SECRETARY
ARNOLD J. HOPKINS
COMMISSIONER

State of Maryland
Department of Public Safety
and Correctional Services



Maryland Division of Correction
fifty-sixth annual report
fiscal year 1988

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



WILLIAM DONALD SCHAEFER
GOVERNOR

MELVIN A. STEINBERG
LT. GOVERNOR

MOP L. ROBINSON
SECRETARY

ELMANUS HERNDON
ACTING COMMISSIONER

DEPUTY COMMISSIONER

DIVISION OF CORRECTION
SUITE 311, PLAZA OFFICE CENTER
6776 REISTERSTOWN ROAD
BALTIMORE, MARYLAND 21215-2342
(301) 784-4100
TTY FOR THE DEAF: 486-0677

October 11, 1988

The Honorable William Donald Schaefer
Governor of Maryland
State House
Annapolis, Maryland 21404

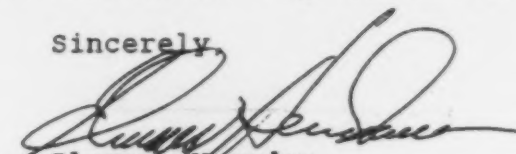
Dear Governor Schaefer:

I am pleased to make available the Fifty-Sixth Report of the Division of Correction documenting agency activities for Fiscal Year 1988. Information on data contained therein are intended to satisfy reporting requirements set forth in Article 27, Section 678 of the Annotated Code of Maryland.

We especially invite your attention to the section of the annual report entitled Program Focus, wherein several of our noteworthy special initiatives are described. They include the Volunteer and Religious Services Program, Staff Development and Training and Action Agenda Plan. We also invite your attention to those sections of the report describing ongoing efforts to reduce inmate idleness through the expansion and diversification of academic, vocational, treatment and industries programs.

Working in concert with your office, the General Assembly and the Secretary of Public Safety and Correctional Services, further improvements in the State's correctional system can be achieved.

Sincerely,



Elmanus Herndon
Acting Commissioner

EH:DLT:pa

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



WILLIAM DONALD SCHAEFER
GOVERNOR

MELVIN A. STEINBERG
LT. GOVERNOR

BISHOP L. ROBINSON
SECRETARY

ELMANUS HERNDON
ACTING COMMISSIONER

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DIVISION OF CORRECTION
SUITE 311, PLAZA OFFICE CENTER
6776 REISTERSTOWN ROAD
BALTIMORE, MARYLAND 21215-2342
(301) 784-4100
TTY FOR THE DEAF: 486-0877

October 11, 1988

Bishop L. Robinson, Secretary
Department of Public Safety and
Correctional Services
6776 Reisterstown Road, Suite 310
Baltimore, Maryland 21215

Dear Secretary Robinson:

Transmitted herewith is the Fifty-Sixth Report of the Division of Correction accounting for agency activities during Fiscal Year 1988. The issuance of this report is intended to satisfy requirements set forth in Article 27, Section 678 of the Annotated Code of Maryland.

Sincerely,

A handwritten signature in dark ink, appearing to read "Elmanus Herndon", is written over a horizontal line.

Elmanus Herndon
Acting Commissioner

EH:DLT:pa

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STATE OF MARYLAND

CITY OF BALTIMORE

I HEREBY CERTIFY THAT on the 11th day of October, in the year one thousand nine hundred and eighty-eight, personally appeared before me the subscriber, a Notary Public of the State of Maryland, in and for the City of Baltimore aforesaid, Elmanus Herndon, Acting Commissioner of Correction of the State of Maryland, and made oath in due form of law that the matters and facts set forth in this annual report of the Division of Correction for the Fiscal Year ended June 30, 1988, are true to the best of his knowledge, information, and belief.

As witness my hand and notarial seal,

Notary Public

Mary J. Kennedy
Mary J. Kennedy
My Commission expires 7-1-90

INTRODUCTION

The Maryland Division of Correction has prepared this Annual Report for Fiscal Year 1988 pursuant to Article 27, Section 678, Annotated Code of Maryland. This, the Fifty-sixth Annual Report for the Division of Correction, summarizes the operations and activities of the Division for the period July 1, 1987, through June 30, 1988 (Fiscal Year 1988). In addition to addressing those items outlined in the applicable statute, this report reviews the history, physical aspects, capital plans, and improvements of the various institutions and pre-release units within the Division. The report also discusses problem areas, accomplishments, and initiatives undertaken by the Division in Fiscal Year 1988.

MISSION STATEMENT DIVISION OF CORRECTION

The mission of the Division of Correction is to protect Maryland citizens from repeated criminal activities of offenders sentenced to the Division's jurisdiction. This mission is attained by the secure confinement of offenders and their successful reintegration into the community through programs of treatment, training, education and work release.

ADVISORY BOARD FOR CORRECTIONS, PAROLE, AND PROBATION

The Advisory Board for Corrections, Parole, and Probation was created by Chapter 401, Acts of 1970, to succeed the Advisory Board for Corrections established by Chapter 123, Acts of 1962, and the Advisory Board for Parole and Probation established by Chapter 457, Acts of 1968. The Board consists of 17 members; 13 are appointed by the Secretary of the Department of Public Safety & Correctional Services with the approval of the Governor for four-year terms. The Deputy Secretary for Public Safety and Correctional Services, the Chairperson of the Maryland Parole Commission, the Director of Parole and Probation, and the Commissioner of Correction serve ex officio. The Governor designated the first chairperson, but thereafter the Secretary of Public Safety and Correctional Services, with the approval of the Governor, designates the chairperson.

The function of the Advisory Board is to study and observe procedures in the development and program of the correctional, parole, and probation systems in the State. The Board also makes suggestions and gives advice regarding the State's correctional system to the Department of Public Safety and Correctional Services. The Advisory Board has no budget. Its members receive no compensation for their services, but may be reimbursed for necessary and proper expenses incurred in their duties (Code 1957, Article 41, Section 204E).

Advisory Board Member

Commission Expires

Dr. Charles F. Wellford, Chairman.....	12/31/87
Honorable Robert M. Bell.....	05/30/90
Ms. Marianna Burt.....	12/31/88
Ms. Margaret Dudley*.....	05/31/86
Mr. Yerby Holman.....	05/31/87
Mr. Arthur Katz.....	05/31/87
Dr. Eli M. Lippman.....	05/31/88
Mr. Owen Wilson.....	05/31/88
Ms. Roberta Roper.....	12/31/88
Ms. Edna Goldberg.....	05/31/90
Mr. William Boucher.....	12/31/88
Mr. Jack R.M. Pierce.....	12/31/87
Ms. Ruthann Hughes.....	12/31/87

*Retired 3-1-86, named "member emeritus" for life by chairman.

Ex Officio Members

Mr. Bishop L. Robinson, Secretary
Department of Public Safety and Correctional Services

Mr. Arnold J. Hopkins, Commissioner
Division of Correction

Mr. Phillip G. Dantes, Chairman
Parole Commission

Mr. William J. DeVance, Director
Division of Parole and Probation

OVERVIEW

As it presently exists, the Division of Correction was established effective July 1, 1970. By Chapter 401, Acts of 1970, all state correctional facilities and related responsibilities were assigned to the Department of Public Safety and Correctional Services. The Department of Corrections was re-titled Division of Correction and re-established as an agency under the Department of Public Safety and Correctional Services. As an agency of that Department, the Division has central administrative control over the adult correctional facilities of the State. The Commissioner of Correction is in sole and active charge of the Division of Correction, subject to the authority of the Secretary of Public Safety and Correctional Services and the Governor of Maryland.

The Commissioner of Correction is appointed by the Secretary of Public Safety and Correctional Services with the approval of the Governor, by and with the consent and advice of the Senate (Code 1957, Article 27, Sections 673-674).

The Division of Correction consists of the following units, facilities, and institutions classified by Level C-4 (maximum security), C-3 (medium security), C-2 (minimum security), and C-1 (pre-release):

- Headquarters Unit (HQ)
- Maryland Reception, Diagnostic, and Classification Center (MRDCC) - C-4
- Maryland Penitentiary (MP) - C-4
- Maryland House of Correction (MHC) - C-3
- Maryland Correctional Institution-Jessup (MCI-J) - C-3
- Maryland Correctional Institution for Women (MCI-W) - C-4/C-3/C-2/C-1
- Maryland Correctional Institution-Hagerstown (MCI-H) - C-3
- Maryland Correctional Training Center (MCTC) - C-4/C-3/C-2/C-1
- Roxbury Correctional Institution (RCI) - C-3
- Eastern Correctional Institution (ECI) - C-3
- Maryland Correctional Pre-Release System (MCPRS)
 - Brockbridge Correctional Facility (BCF) - C-2
 - Baltimore City Correctional Center (BCCC) - C-2
 - Central Laundry Facility (CLF) - C-1
 - Jessup Pre-Release Unit (JPRU) - C-1
 - Baltimore Pre-Release Unit (BPRU) - C-1
 - Eastern Pre-Release Unit (EPRU) - C-1
 - Poplar Hill Pre-Release Unit (PHPRU) - C-1
 - Southern Maryland Pre-Release Unit (SMPRU) - C-1
 - Pre-Release Unit for Women (PRUW) - C-1

Under contractual agreements, the Division of Correction houses inmates at the following facilities that provide pre-release services:

- Dismas House - East - C-1
- Dismas House - West - C-1
- Threshold, Incorporated - C-1
- Montgomery County Pre-Release Center - C-1

The Division also has entered into contractual agreements to house state inmates at the:

- Allegany County Jail
- Caroline County Jail
- Garrett County Jail
- Cecil County Jail

SECURITY CLASSIFICATIONS

The Maryland Division of Correction uses four security level classifications for the purpose of assigning inmates to institutions, housing units, academic programs, and vocational programs. The four security levels are:

- I. PRE-RELEASE - C-1
Inmates have access to the community for the purposes of going to work, participating in educational programs, drug/alcohol therapy, and the family or special leave programs. Staff escort is not necessary.
- II. MINIMUM SECURITY - C-2
Inmates move within an institution without being under direct supervision of staff. While the inmates require secure confinement, they are not considered dangerous and pose little risk of escape.
- III. MEDIUM SECURITY - C-3
Inmates move within the institution while being supervised by staff. Movement is usually confined to specific areas and on a scheduled or written pass basis. Inmates at this level have not been deemed suitable for lesser security. Housing units are under continuous supervision.
- IV. MAXIMUM SECURITY - C-4
Inmates movement within the institution is under direct supervision and restricted to a specific area. Inmates are regarded as potentially dangerous and escape risks due to their extremely long sentences. Housing units are under continuous supervision.

The Division of Correction also provides special housing for inmates at each of the maximum security and medium security institutions. The special housing areas are disciplinary segregation, administrative segregation, and protective custody.

I. DISCIPLINARY SEGREGATION

Disciplinary segregation is used to isolate an inmate from the general population for punishment. Inmates may only be housed on disciplinary segregation when found guilty of an infraction. All inmates in disciplinary segregation are allowed showers and exercise periods. Privileges such as telephone use, radios, televisions, and movies generally are not permitted. Meals are served in the cells and regular medical and dental care is provided. Visiting and mail privileges remain the same as for the general population. Reading material may be requested through the institutional library. Only commissary items designated by the Warden of each institution may be ordered.